



Planning
Results
In
Successful
Management

PRISM USER MANUAL

PRISM USER MANUAL

CS 312 – Software User Documentation Class
Jacksonville State University
Jacksonville, Alabama

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JSU MCIS Department



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WHAT IS PRISM AND WHY DO WE USE IT?

PRISM (**P**lanning **R**esults **I**n **S**uccessful **M**anagement) is an on-line information management system for planning, budget requests, and reporting. It is used by Jacksonville State University (JSU) to facilitate the documentation of the university's planning and evaluation process.

Division heads determine the information to be entered into PRISM for their unit. This information includes:

- ◆ Unit-level goals
- ◆ Objectives
- ◆ Strategies
- ◆ Funding requests
- ◆ Methods of assessment/evaluation
- ◆ Use of results

Information entered into the system by these university planners will be reviewed by:

- ◆ Deans, who can
 1. Approve
 2. Recommend to the Vice-President
 3. Not recommend
 4. Disapprove
- ◆ Vice-Presidents, who can
 1. Approve
 2. Recommend to the Expenditures Committee
 3. Recommend to the President
 4. Disapprove

The result of this activity is to provide annual reports with relevant information to decision-makers, to present significant accomplishments, and to show that each unit's plan is appropriately aligned with JSU's mission statement.

Section 1 - Entering System and Viewing Data

Section 2 - Planning an Upcoming Year

Section 3 - Evaluating a Previous Year

Section 4 - Administrators: Reviewing/Approving Requests for Funding

CHANGING YOUR PASSWORD

1. To change your password, select the **Change your Password** link on the screen

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Change your Password](#) [Login Screen](#)

[Web-Editor Upgrade \(Click here for Instructions\)](#)

UserID

Password

OK

2. Enter your **UserID** in the text box
3. Enter your current **Password** in the text box
4. Create and **Enter New Password** in the text box
5. **Enter New Password for Verification** in the text box
6. Select **OK**

UserID

Password

Enter New Password

Enter New Password Again for Verification

OK

CHANGING YOUR PASSWORD (CONTINUED)

7. Select the **[Click Here to Return to Login Screen](#)** link to log in

Password Successfully Changed

[Click Here to Return to Login Screen](#)

UPGRADING YOUR WEB-EDITOR

© **FYI:** The new web-editor allows Word documents to be copied and pasted without losing any formatting.

1. To view the steps in following this task, select the **Web-Editor Upgrade (Click here for Instructions)** link on the screen



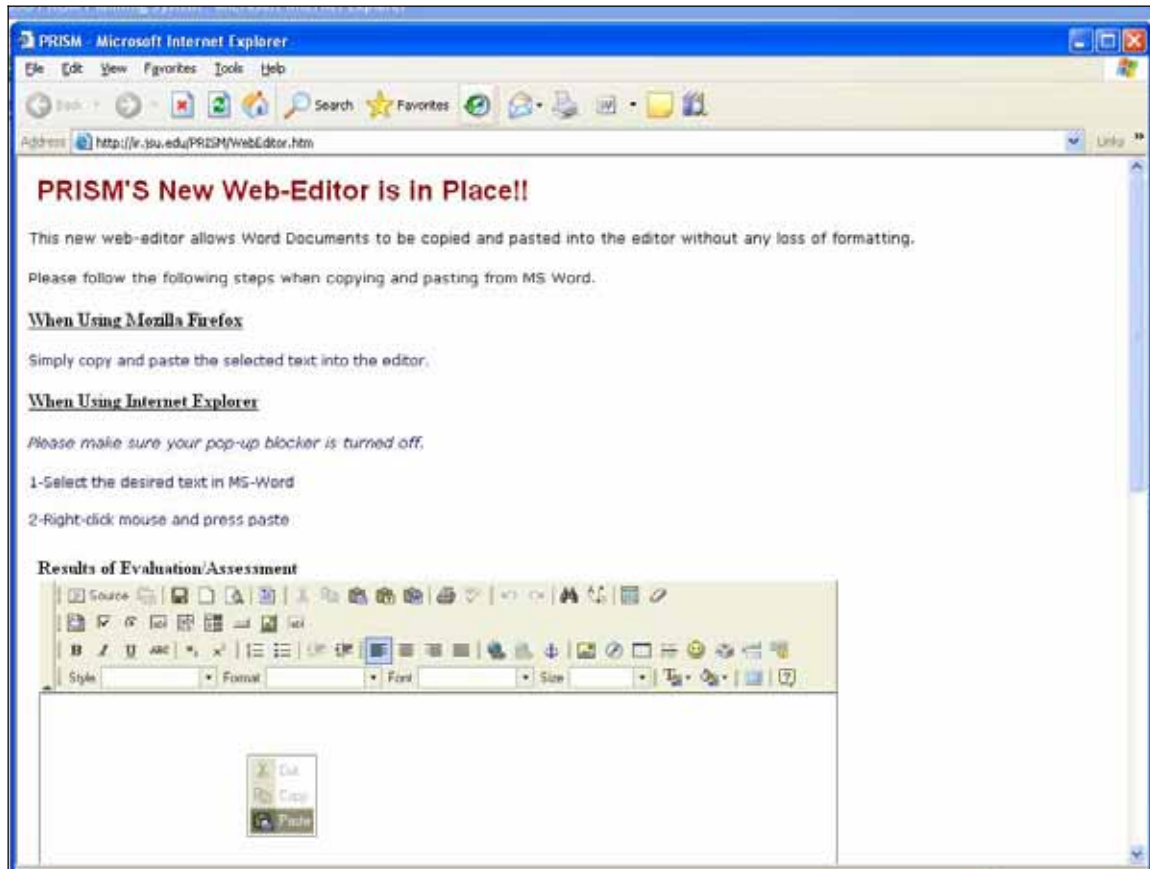
JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Change your Password](#) [Login Screen](#)
[Web-Editor Upgrade \(Click here for Instructions\)](#)

UserID
Password

UPGRADING YOUR WEB-EDITOR (CONTINUED)

2. Your result screen should now look like this:

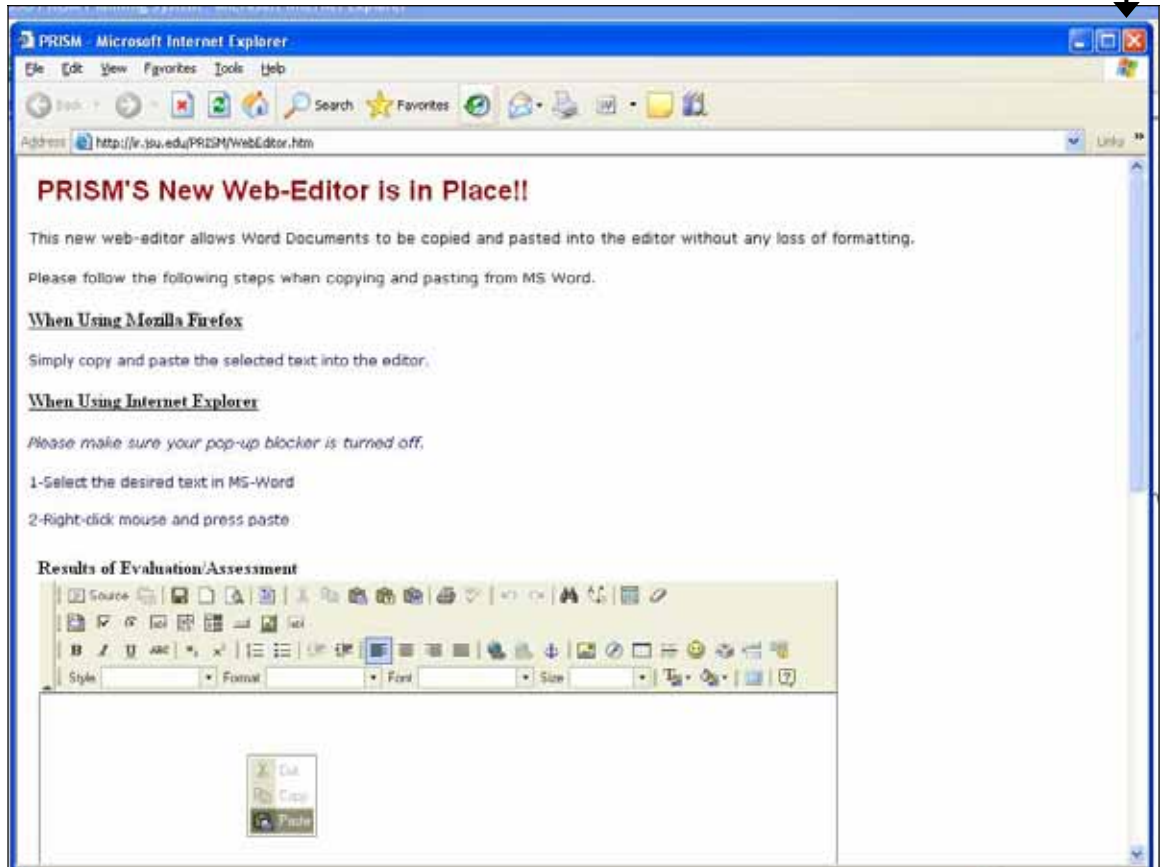


3. Simply follow the directions on the screen. If you have any questions about the new Web-Editor, select one or both of the links at the very bottom of the Web-Editor Upgrade page.

Please contact Omer Minhas, Institutional Research and Assessment, at 8157 or by email at ominhas@jsu.edu if you have any questions

UPGRADING YOUR WEB-EDITOR (CONTINUED)

4. Select the **X** on the Web-Editor Upgrade page to return to the login screen



LOGGING INTO PRISM

1. Enter your **UserID** in the text box
2. Enter your **Password** in the text box
3. Select **OK**

The screenshot shows the login interface for the Jacksonville State University PRISM Institutional Effectiveness System. At the top is a red banner with the text "JACKSONVILLE STATE UNIVERSITY" in white, "PRISM" in a stylized font, and "Institutional Effectiveness System" in white. Below the banner are three links: "Change your Password", "Login Screen", and "Web-Editor Upgrade (Click here for Instructions)". The login fields are labeled "UserID" and "Password", each followed by a text input box. Below these is an "OK" button. Three numbered arrows from the list above point to the input boxes and the button: arrow 1 points to the UserID box, arrow 2 points to the Password box, and arrow 3 points to the OK button.

LOGGING INTO PRISM (CONTINUED)

Selecting a Planning Unit

ⓘ **FYI:** A **Planning Unit** refers to the **Unit** or department in which you work

4. To select your **Planning Unit**, select the arrow on the drop down list box and select your department

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Change your Password](#) [Login Screen](#)

Planning Unit: Office of Assessment ▼

Planning Year: ▼

OK

LOGGING INTO PRISM (CONTINUED)

Selecting a Planning Year

5. To select a **Planning Year**, select the arrow in the drop down list box

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Change your Password](#) [Login Screen](#)

Planning Unit: Office of Assessment ▼

Planning Year: ▼

OK

6. Select which **Planning Year** in which you wish to work

Planning Unit: Office of Assessment ▼

Planning Year: ▼

- 2007 - 2008
- 2006 - 2007
- 2005 - 2006
- 2004 - 2005
- 2003 - 2004
- 2002 - 2003
- 2001 - 2002

7. Select **OK**

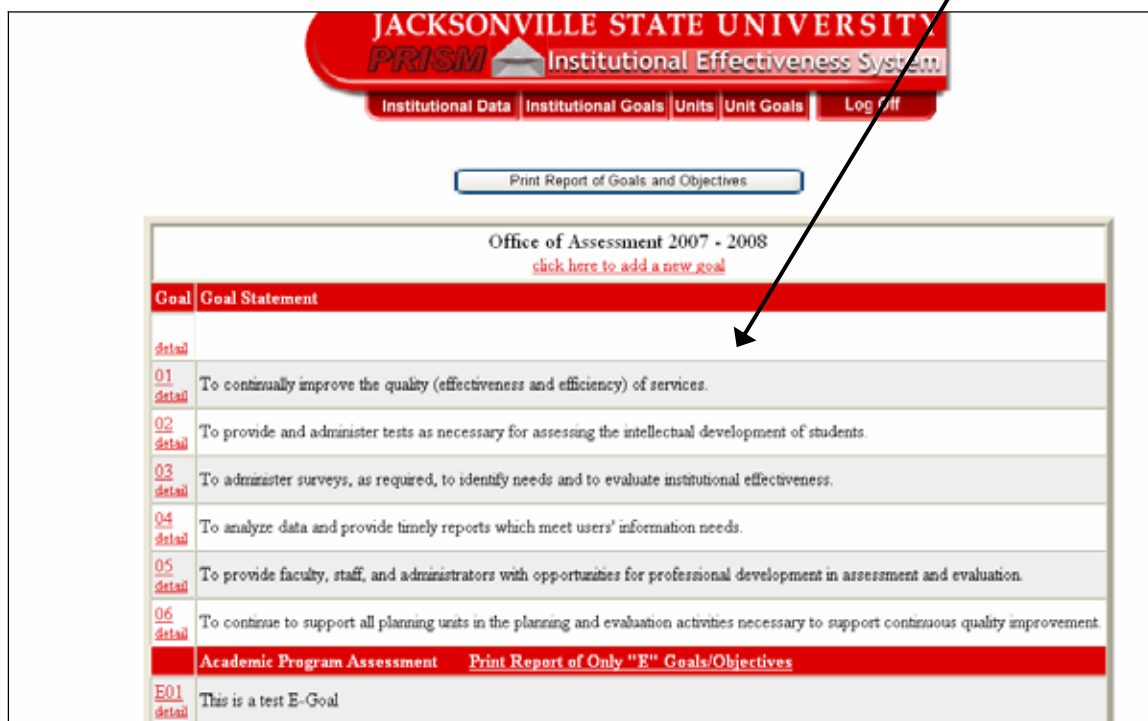
Planning Unit: Office of Assessment ▼

Planning Year: 2005 - 2006 ▼

OK

VIEWING UNIT GOALS

After logging in, you will be viewing your **Unit Goals**



The screenshot displays the Jacksonville State University PRISM Institutional Effectiveness System interface. At the top, a red banner contains the university name and the PRISM logo. Below this is a navigation menu with links for Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. A button labeled 'Print Report of Goals and Objectives' is positioned above a table. The table is titled 'Office of Assessment 2007 - 2008' and includes a link to 'click here to add a new goal'. The table has two columns: 'Goal' and 'Goal Statement'. It lists six institutional goals (01-06) and one academic program assessment goal (E01). An arrow points from the text 'After logging in, you will be viewing your Unit Goals' to the 'Unit Goals' link in the navigation menu.

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 detail	This is a test E-Goal

VIEWING INSTITUTIONAL DATA

© **FYI: Institutional Data** includes information on how Jacksonville State University can be contacted, as well as the school's Mission Statement.

1. To view the **Institutional Data** of Jacksonville State University, select the **Institutional Data** tab on the menu bar



2. Your result screen should now look like this:

Institutional Data View Record	
InstPlanPeriod:	2002 - 2007
InstName:	Jacksonville State University
InstAbbrev:	JSU
InstPres:	Dr. William Meehan
InstAddr01:	700 Pelham Rd. North
InstAddr02:	
InstCity:	Jacksonville
InstState:	AL
InstZip:	362651602
InstPhone:	2567825781
InstEmail:	info@jsucc.jsu.edu
InstMissionStmnt:	Jacksonville State University is a public, comprehensive teaching institution that provides educational, cultural, and social experience for its undergraduate and graduate student population. As a student-centered university, Jacksonville State University strives to balance academic challenges with students' academic, career, and personal goals. As an academic institution, Jacksonville State University seeks to produce broadly educated graduates who are prepared for employment, citizenship, and life-long learning. As a comprehensive university, Jacksonville State University supports scholarly and creative academic and professional strengths.

VIEWING INSTITUTIONAL GOALS

1. To view the **Institutional Goals**, select the **Institutional Goals** tab on the menu bar



2. Your result screen should now look like this:

Institutional Goals 2003 - 2008	
Goal Number	Goal Statement
<u>1</u>	Educate students to be productive, responsible citizens and effective leaders in a rapidly changing global society.
<u>2</u>	Promote exemplary teaching and scholarship.
<u>3</u>	Enhance the roles of research and service.
<u>4</u>	Develop and maintain a student-body of sufficient size and with appropriate characteristics to constitute a robust learning community.
<u>5</u>	Increase the use of technology as a comprehensive teaching and learning tool.
<u>6</u>	Increase the efficiency and effectiveness of administrative processes and services.
<u>7</u>	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

VIEWING ALL UNIT GOALS

❗ **FYI: Unit Goals** are created by each department and relate (by number and intent) to a particular **Institutional Goal** set by the university

1. To view all of the **Unit Goals** based on the **Institutional Goals**, select a **Goal Number** from the **Institutional Goals** screen

Institutional Goals 2003 - 2008	
Goal Number	Goal Statement
<u>1</u>	Educate students to be productive, responsible citizens and effective leaders in a rapidly changing global society.
<u>2</u>	Promote exemplary teaching and scholarship.
<u>3</u>	Enhance the roles of research and service.
<u>4</u>	Develop and maintain a student-body of sufficient size and with appropriate characteristics to constitute a robust learning community.
<u>5</u>	Increase the use of technology as a comprehensive teaching and learning tool.
<u>6</u>	Increase the efficiency and effectiveness of administrative processes and services.
<u>7</u>	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

2. Your result screen should now look like this:

<p>1</p> <p>Educate students to be productive, responsible citizens and effective leaders in a rapidly changing global society.</p> <p>Unit Goals</p>		
UnitName	GoalNumber	GoalStatement
Alumni Affairs	5	Develop and implement programs for young alumni and current students
Associate Vice President for Academic Affairs	02	Provide education and guidance to faculty, staff and students on matters of ethics and integrity in research and scholarship
Associate Vice President for Academic Affairs	03	Review, improve and sustain academic advising across the institution
Associate Vice President for Academic Affairs	04	Develop, monitor and maintain student learning outcomes (educational objectives) consistent with the university's mission and goals
Associate Vice President for Academic Affairs	05	Increase the visibility and impact of sponsored programs opportunities for faculty, staff and students
Associate Vice President for Academic Affairs	06	Help insure the acculturation and success of new faculty, including part-time instructors
Associate Vice President for Academic Affairs	07	Continue to improve tutorial services
Career Placement Services	01	To create a professional environment which encourages students' and recruiters' participation
Career Placement Services	02	To assist students and alumni in career placement
Career Placement Services	03	To provide community employers with top-notch students for internships, co-op opportunities, and career placement.
College of Arts and Sciences	01	To strengthen undergraduate liberal, professional and artistic studies.

Section 1 - Entering System and Viewing Data

Section 2 - Planning an Upcoming Year

Section 3 - Evaluating a Previous Year

Section 4 - Administrators: Reviewing/Approving Requests for Funding

VIEWING UNIT GOALS

1. To view the goals from your **Unit**, select the **Unit Goals** tab from the menu bar



2. Your result screen should now look like this:

The screenshot shows the 'Unit Goals' result screen. At the top, there is a red header with the Jacksonville State University PRISM logo and the text 'Institutional Effectiveness System'. Below the header is a navigation bar with the following tabs: Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. The 'Unit Goals' tab is highlighted. Below the navigation bar is a button labeled 'Print Report of Goals and Objectives'. Below the button is a table with the following content:

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 detail	This is a test E-Goal

ADDING A UNIT GOAL

© **FYI:** Unit goals are connected to institutional goals. The unit goals should state the action(s) the unit will take to accomplish one or more institutional goals

Adding a Unit Goal

1. Click on the **Unit Goals** tab



2. Select [click here to add a new goal](#)



ADDING A UNIT GOAL (CONTINUED)

3. Enter the Unit Goal number into the **GoalNumber** text box
 - ◆ Use sequential numbers with a leading zero, such as 01, 02, 03, ..., 10, ...

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data Institutional Goals Units Unit Goals Log Off

Add Unit Goal
Office of Assessment 2007 - 2008

GoalNumber:

GoalStmnt:

OK Cancel

4. Enter the Unit Goal into the **GoalStmnt** text box

Add Unit Goal
Office of Assessment 2007 - 2008

GoalNumber:

GoalStmnt:

OK Cancel

ADDING A UNIT GOAL (CONTINUED)

5. Select **OK** to add the new goal

6. Your result screen should now look like this (shown with some illustrative Unit Goals added):

Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 detail	This is a test E-Goal

- ④ **FYI:** An “E” Goal is the abbreviated name for an educational goal. The educational goals should reflect what students will be able to think, know, or do because of their educational experiences.

EDITING A UNIT GOAL

1. Click on the **Unit Goals** tab



2. Select the Unit Goal number you would like to edit



EDITING A UNIT GOAL (CONTIUNED)

3. Select the **Edit** button from the set of options

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data Institutional Goals Units Unit Goals Log Off

Unit Goals
Office of Assessment 2007 - 2008

Add Edit Delete

GoalPlanPeriod: 2003 - 2008
GoalYear: 2007 - 2008
GoalUnitName: Office of Assessment
GoalNumber: E01
GoalStmnt: This is a test E-Goal

4. Enter new information into the text boxes

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data Institutional Goals Units Unit Goals Log Off

Update Unit Goal
Office of Assessment 2007 - 2008

GoalNumber: E01

GoalStmnt: This is a test E-Goal

OK Cancel

5. Click **OK** to update the goal

EDITING A UNIT GOAL (CONTIUNED)

6. Your result screen should now look like this, with your edited goal now updated:

The screenshot displays the Jacksonville State University Institutional Effectiveness System interface. At the top, the university's name and logo are visible, along with navigation links for Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. A button labeled "Print Report of Goals and Objectives" is located below the navigation bar. The main content area is titled "Office of Assessment 2007 - 2008" and includes a link to "click here to add a new goal". Below this, a table lists various goals and objectives, each with a "detail" link. The table is organized into sections: "Goal Statement", "Academic Program Assessment", and "Strategic Planning Goals".

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 detail	This is a test E-Goal
Strategic Planning Goals Print Report of Only "S" Goals/Objectives	
S1 detail	This is a test S-goal

DELETING A UNIT GOAL

1. Click on the **Unit Goals** tab



2. Select the Unit Goal number you would like to delete



DELETING A UNIT GOAL (CONTINUED)

3. Select the **Delete** button from the set of options



JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

Unit Goals
Office of Assessment 2007 - 2008

[Add](#) [Edit](#) [Delete](#)

GoalPlanPeriod: 2003 - 2008
GoalYear: 2007 - 2008
GoalUnitName: Office of Assessment
GoalNumber: E01
GoalStmnt: This is a test E-Goal

4. Your result screen should look like this, with your goal deleted from the screen:



JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

[Print Report of Goals and Objectives](#)

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

VIEWING UNIT OBJECTIVES

1. Click on the **Unit Goals** tab



2. Select the **detail** link that is associated with the Unit Goal for which you would like to see the objective(s)

The screenshot shows the main content area of the Jacksonville State University PRISM Institutional Effectiveness System. It features a header with the university name and system name, and a navigation bar with tabs: Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. Below the navigation bar is a button labeled 'Print Report of Goals and Objectives'. The main content area is titled 'Office of Assessment 2007 - 2008' and includes a link 'click here to add a new goal'. Below this is a table with two columns: 'Goal' and 'Goal Statement'. The table lists several goals, each with a 'detail' link. An arrow points from the 'detail' link for goal Q1 to the 'Unit Goals' tab in the instruction above.

Goal	Goal Statement
Q1 detail	To continually improve the quality (effectiveness and efficiency) of services.
Q2 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
Q3 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
Q4 detail	To analyze data and provide timely reports which meet users' information needs.
Q5 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
Q6 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment	Print Report of Only "E" Goals/Objectives
E01 detail	This is a test E-Goal

VIEWING UNIT OBJECTIVES (CONTINUED)

3. Your result screen should look similar to the one below. The arrows are pointing to the unit objectives for that particular goal.

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 01 [Click here to add a new Objective.](#)
To continually improve the quality (effectiveness and efficiency) of services.

Objective(s)

01.01
[update](#)

To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002)

01.02
[update](#)

To seek evaluative feedback on reports and questionnaires from decision makers. (2001-2006)

Supports Institutional Goal(s)

2

Promote exemplary teaching and scholarship.

7

Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

[Click here to add/revise Institutional Goal\(s\) supported](#)

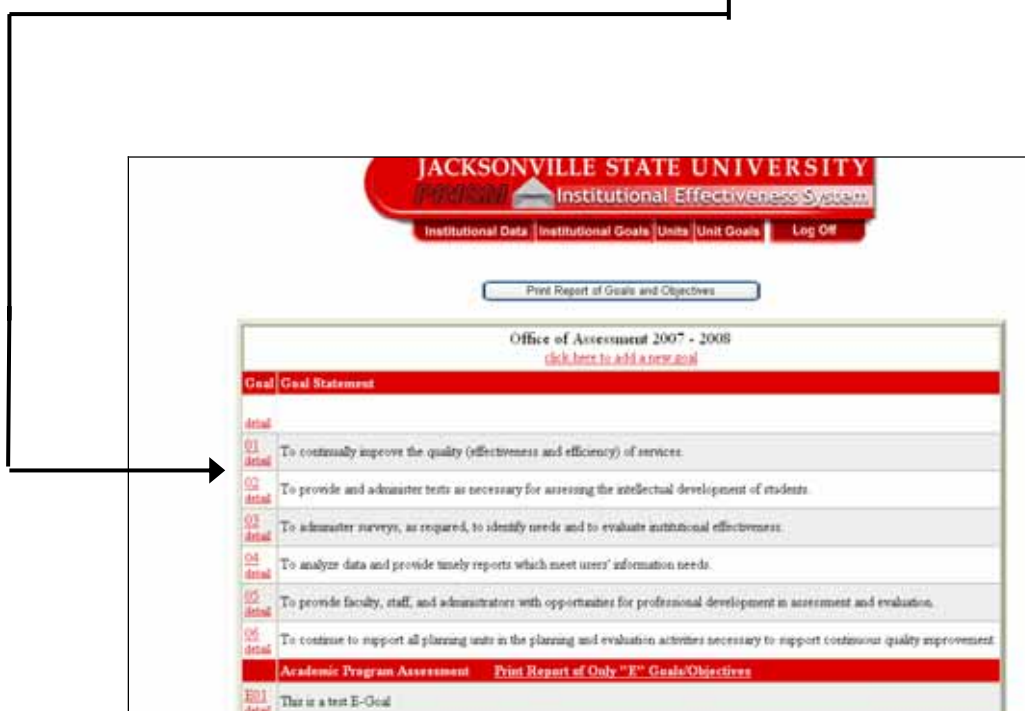
ADDING OBJECTIVE(S) TO A UNIT GOAL

Planning

1. Click on the **Unit Goals** tab




2. Select the **detail** link that is associated with the Unit Goal for which you would like to add an objective(s)



ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

3. Select **[Click here to add a new Objective](#)**



[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 02 [Click here to add a new Objective.](#)
 To provide and administer tests as necessary for assessing the intellectual development of students.

Objective(s)	
02.01 update	To continue administration of College Base test. (on going)
02.02 update	To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment (2001-2002)
02.03 update	To develop and implement Internet and telephone registration for CBASE testing (2001-2003) This objective is dependent upon improvements in Computer Services' network support.
02.04 update	To implement WEB based survey administration. (2001-2006) [\$3,000]
02.05 update	To develop and implement means of assessing general-education outcomes not covered by College BASE, e.g., computer literacy, oral communications, and aesthetic appreciation. Accomplishing this goal requires designation of a unit or committee with responsibility for general-education outcomes. These assessments will need to be imbedded in coursework in the students' major and will require cooperation by academic departments (2001-2003).
02.06 update	To continue to coordinate (and administer when necessary) the achievement tests in major fields (e.g., MFAT, PACAT) (ongoing).

Supports Institutional Goal(s)

[Click here to add/revise Institutional Goal\(s\) supported](#)

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

4. Your result screen should now look like this:

[Store Charts/Graphics on the PRISM server](#)
Office of Assessment 2007 - 2008
Goal 02
To provide and administer tests as necessary for assessing the intellectual development of students.

Add Objective



















Objective Number



















Objective Status:



















	Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	<input type="checkbox"/>		<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome

Strategy / Assessment / Success Criteria

Source                  



















B *U* ABC x_2 x^2                  



















Style Format Font Size                  



















Status: Person(s) Responsible: Budget Request Type:

Additional Funding Request FY2006-2007: Funding Request Priority

Funding Request Justification and/or Specific Requirements

Source                  

B *U* ABC x_2 x^2                  

Style Format Font Size                  

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

5. Enter the objective number into the **Objective Number** text box
 - ◆ Objectives should be numbered like 1.1, 1.2, ...
where the first number (1) is the goal number and the second number after the decimal (.1) is the objective number

[Store Charts/Graphics on the PRISM server](#)
Office of Assessment 2007 - 2008
Goal 02
To provide and administer tests as necessary for assessing the intellectual development of students.

Add Objective

Objective Number

Objective Status:

	Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	<input type="checkbox"/>		<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome

6. Enter text explaining the objective into the **Objective Statement/Expected Educational Outcome** text box

[Store Charts/Graphics on the PRISM server](#)
Office of Assessment 2007 - 2008
Goal 02
To provide and administer tests as necessary for assessing the intellectual development of students.

Add Objective

Objective Number

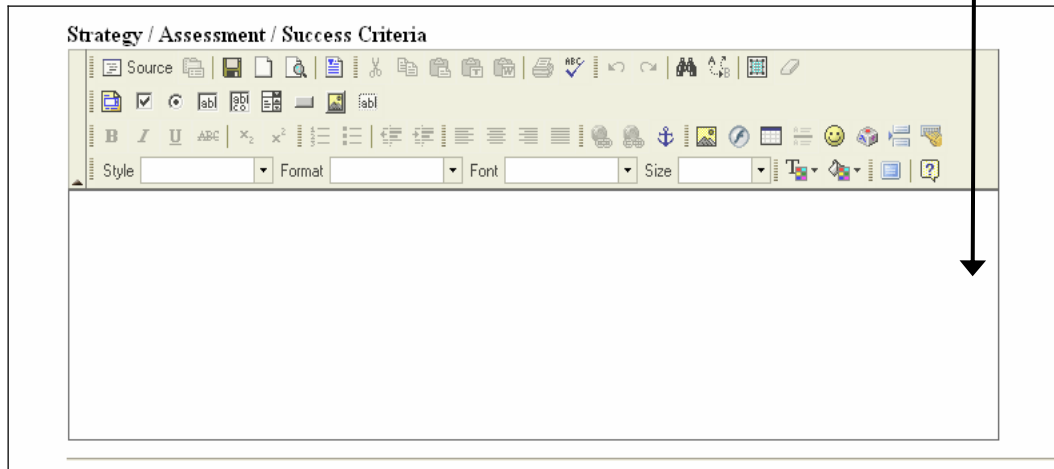
Objective Status:

	Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	<input type="checkbox"/>		<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

7. Enter text explaining the strategy to meet this objective into the **Strategy / Assessment / Success Criteria** text box



The screenshot shows a text box titled "Strategy / Assessment / Success Criteria". Above the text box is a rich text editor toolbar with various icons for text formatting, alignment, and insertion. Below the toolbar is a large, empty text area for entering the strategy. A vertical arrow points from the instruction above to the text box.

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

8. Select the **Update** button to add your objective

[Store Charts/Graphics on the PRISM server](#)

Office of Assessment 2007 - 2008

Goal 02

To provide and administer tests as necessary for assessing the intellectual development of students.

Add Objective

Objective Number:

Objective Status:

	Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	<input type="checkbox"/>		<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome

Strategy / Assessment / Success Criteria


Status: Person(s) Responsible: Budget Request Type:

Additional Funding Request FY2006-2007: Funding Request Priority:

Funding Request Justification and/or Specific Requirements

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

9. Your result screen should now look like this (with a new objective added):



[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 02 [Click here to add a new Objective.](#)
 To provide and administer tests as necessary for assessing the intellectual development of students.

Objective(s)	
02.01 update	To continue administration of College Base test. (on going)
02.02 update	To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment (2001-2002)
02.03 update	To develop and implement Internet and telephone registration for CBASE testing. (2001-2003) This objective is dependent upon improvements in Computer Services' network support.
02.04 update	To implement WEB based survey administration. (2001-2006) [\$3,000]
02.05 update	To develop and implement means of assessing general-education outcomes not covered by College BASE, e.g., computer literacy, oral communications, and aesthetic appreciation. Accomplishing this goal requires designation of a unit or committee with responsibility for general-education outcomes. These assessments will need to be imbedded in coursework in the students' major and will require cooperation by academic departments (2001-2003).
02.06 update	To continue to coordinate (and administer when necessary) the achievement tests in major fields (e.g., MFAT, PACAT) (ongoing).
02.07 update	test objective
Supports Institutional Goal(s)	
Click here to add/revise Institutional Goal(s) supported	

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

Requesting Funding for an Objective

ⓘ **FYI:** Funding requests will travel through the administrative ranks until they reach someone who will/can fund the request. You will be notified by email to check the status of your request once an administrator has acted upon your request.

1. Click on the **Unit Goals** tab



2. Select the **detail** link that is associated with the Unit goal for which you would like to request funding



ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

3. Click the **update** link for the objective for which you would like to request funding

The screenshot shows the Jacksonville State University PRISM Institutional Effectiveness System interface. At the top, there is a red banner with the university name and logo. Below the banner is a navigation bar with links: Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. The main content area is titled "2005 Office of Assessment 2007 - 2008". It displays "Goal 01" with a link to "Click here to add a new Objective." and a description: "To continually improve the quality (effectiveness and efficiency) of services." Below this is a section for "Objective(s)" with two entries: "01.01" and "01.02". Each entry has an "update" link. A line from the instruction points to the "update" link for "01.01". Below the objectives is a section for "Supports Institutional Goal(s)" with two entries: "2" and "7". Each entry has a description. At the bottom, there is a link: "Click here to add/revise Institutional Goal(s) supported".

2005 Office of Assessment 2007 - 2008	
Goal 01 Click here to add a new Objective. To continually improve the quality (effectiveness and efficiency) of services.	
Objective(s)	
01.01 update	To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002).
01.02 update	To seek evaluative feedback on reports and questionnaires from decision makers. (2001-2006)
Supports Institutional Goal(s)	
2	Promote exemplary teaching and scholarship.
7	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.
Click here to add/revise Institutional Goal(s) supported	

- menu

Store Charts/Graphics on the PRISM server

Office of Assessment 2007 - 2008

Goal 02

To provide and administer tests as necessary for assessing the intellectual development of students.

Add Objective

Objective Number

Objective Status:

	Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	<input type="checkbox"/>		<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome

Strategy / Assessment / Success Criteria

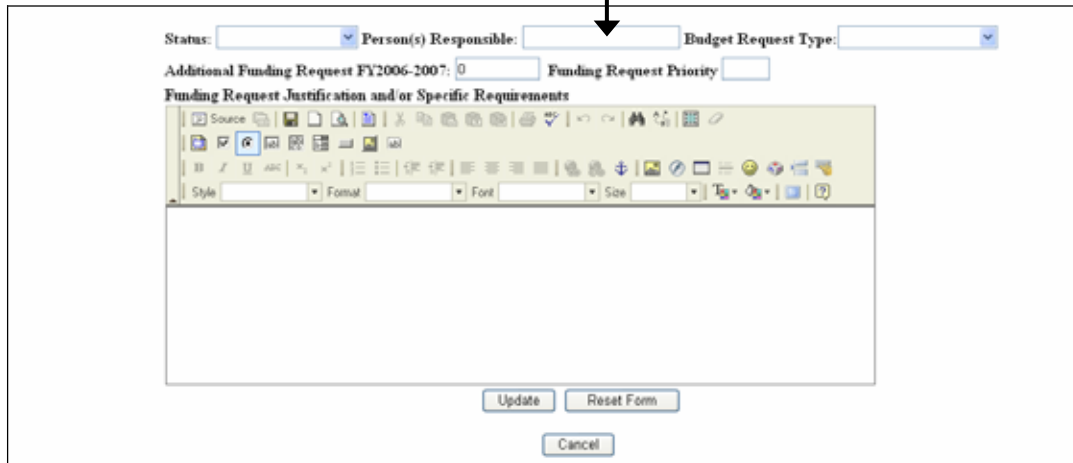
Status: Person(s) Responsible: Budget Request Type:

Additional Funding Request FY2006-2007: Funding Request Priority

Funding Request Justification and/or Specific Requirements

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

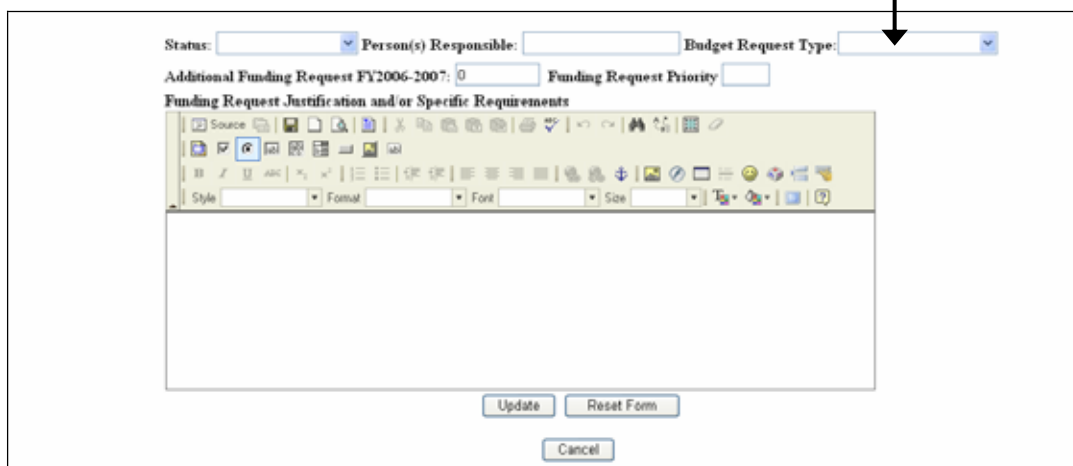
5. Put the person(s) responsible for the request in the **Person(s) Responsible** text box



The screenshot shows a web form with the following fields: Status (dropdown), Person(s) Responsible (text box), Budget Request Type (dropdown), Additional Funding Request FY2006-2007 (text box), and Funding Request Priority (text box). Below these is a section titled "Funding Request Justification and/or Specific Requirements" containing a rich text editor with a toolbar and a large text area. At the bottom are buttons for Update, Reset Form, and Cancel. An arrow points from the instruction text to the Person(s) Responsible text box.

ⓘ **FYI:** O&M stands for operations and management

6. Select the appropriate **Budget Request Type** from the drop down menu

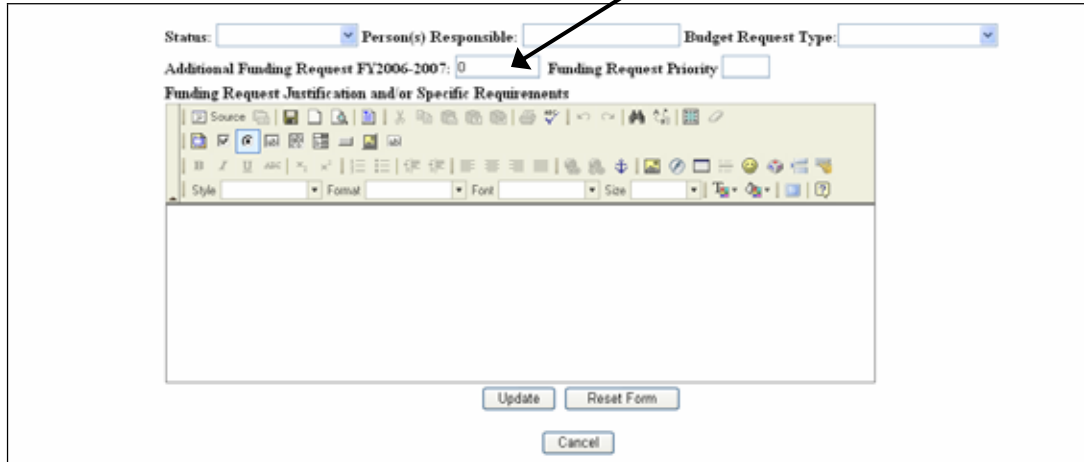


This screenshot is identical to the one above, showing the same form fields and layout. An arrow points from the instruction text to the Budget Request Type dropdown menu.

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

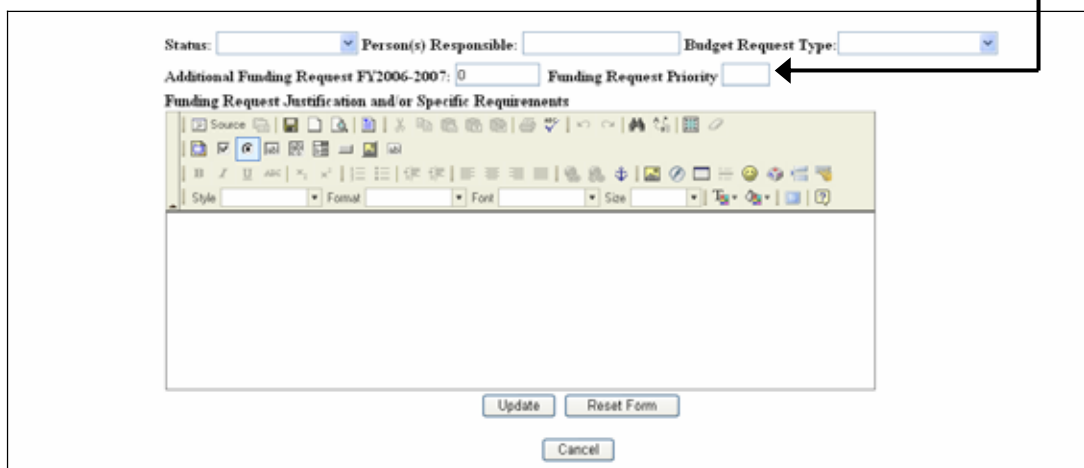
7. Enter the dollar amount of the funding request in the **Additional Funding Request** text box

- ◆ Amounts can ONLY be entered as whole numbers; for example: 100, 102, 250



The screenshot shows a web form for adding a funding request. At the top, there are three dropdown menus: 'Status:', 'Person(s) Responsible:', and 'Budget Request Type:'. Below these are two text input fields: 'Additional Funding Request FY2006-2007:' and 'Funding Request Priority:'. The 'Additional Funding Request' field is currently empty, and an arrow from the text above points to it. Below the input fields is a large text area labeled 'Funding Request Justification and/or Specific Requirements' with a rich text editor toolbar. At the bottom of the form are three buttons: 'Update', 'Reset Form', and 'Cancel'.

8. Enter the funding request priority number in the **Funding Request Priority** (such as 1, 2, 3, ...)



This screenshot is identical to the one above, showing the same web form. However, an arrow from the text above points to the 'Funding Request Priority' text input field, which is currently empty.

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

9. Explain the justification for this request in the text box

Status: Person(s) Responsible: Budget Request Type:

Additional Funding Request FY2006-2007: Funding Request Priority

Funding Request Justification and/or Specific Requirements

Update Reset Form

Cancel

10. Select the **Update** button to save this request

Status: Person(s) Responsible: Budget Request Type:

Additional Funding Request FY2006-2007: Funding Request Priority

Funding Request Justification and/or Specific Requirements

Update Reset Form

Cancel

ADDING OBJECTIVE(S) TO A UNIT GOAL (CONTINUED)

11. Your result screen should now look like this:

JACKSONVILLE STATE UNIVERSITY

PRISM

Institutional Effectiveness System

[Institutional Data](#)[Institutional Goals](#)[Units](#)[Unit Goals](#)[Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 02 [Click here to add a new Objective.](#)

To provide and administer tests as necessary for assessing the intellectual development of students.

Objective(s)

02.01

[update](#)

To continue administration of College Base test. (on going)

02.02

[update](#)

To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment (2001-2002)

02.03

[update](#)

To develop and implement Internet and telephone registration for CBASE testing. (2001-2003) This objective is dependent upon improvements in Computer Services' network support.

02.04

[update](#)

To implement WEB based survey administration. (2001-2006) [\$3,000]

02.05

[update](#)

To develop and implement means of assessing general-education outcomes not covered by College BASE, e.g., computer literacy, oral communications, and aesthetic appreciation. Accomplishing this goal requires designation of a unit or committee with responsibility for general-education outcomes. These assessments will need to be imbedded in coursework in the students' major and will require cooperation by academic departments (2001-2003).

02.06

[update](#)

To continue to coordinate (and administer when necessary) the achievement tests in major fields (e.g., MFAT, PACAT) (ongoing).

02.07

[update](#)

test objective

Supports Institutional Goal(s)

[Click here to add/revise Institutional Goal\(s\) supported](#)

Evaluating

The evaluation of an objective is addressed in Section III of this manual.

A Word about E-Goals

An "E" Goal is the abbreviated name for an educational goal. The educational goals should reflect what students will be able to think, know, or do because of their educational experiences. "E" Goals should be numbered as follows: E01, E02, etc. To add "E" Goals and Objectives, follow the steps already outlined in this section.

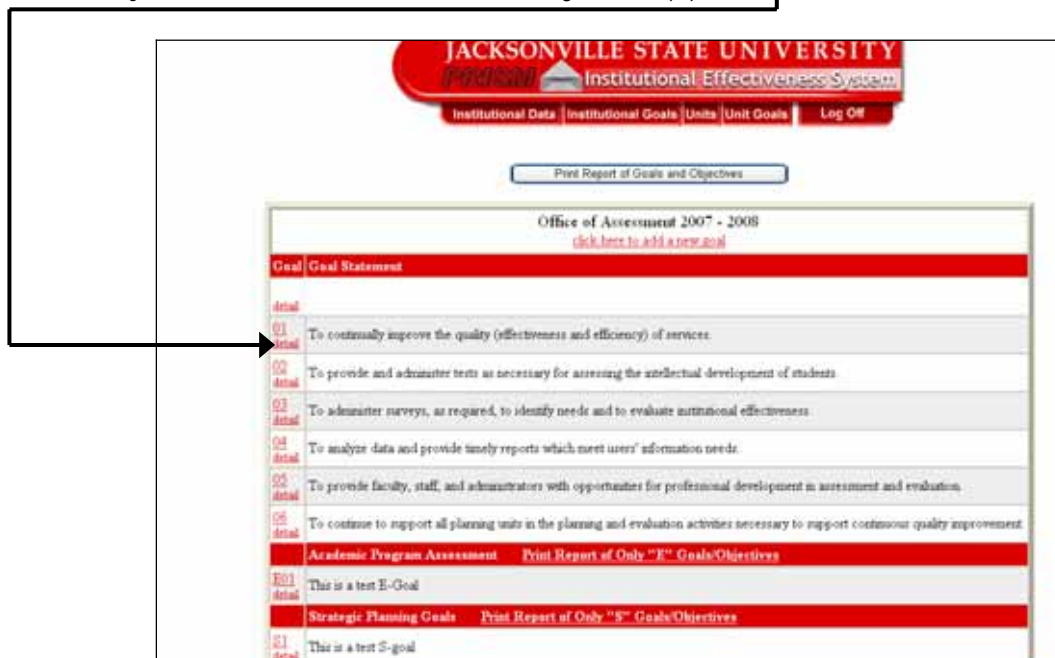
FYI: Because "E" Goals are not budget-driven, no budget dialogue will appear in PRISM when you are adding objectives to "E" Goals.

STORING CHARTS/GRAPHICS ON PRISM SERVER

1. Click on the **Unit Goals** tab



2. Select the **detail** link that is associated with the unit goal for which you would like to see the objective(s)



STORING CHARTS/GRAPHICS ON PRISM SERVER

(Continued)

- Click **update** for the objective for which you would like to add a graphic or chart

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 01 [Click here to add a new Objective.](#)
 To continually improve the quality (effectiveness and efficiency) of services.

Objective(s)

01.01	To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002).
01.02	To seek evaluative feedback on reports and questionnaires from decision makers. (2001-2006)

Supports Institutional Goal(s)

2	Promote exemplary teaching and scholarship.
7	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

[Click here to add/revise Institutional Goal\(s\) supported](#)

- Click **Store Charts/Graphics on the PRISM server**

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

[Store Charts/Graphics on the PRISM server](#)
 Office of Assessment 2007 - 2008
 Goal 02
 To provide and administer tests as necessary for assessing the intellectual development of students.

Edit Objective 02.02

Objective Number: 02.02

Objective Status:

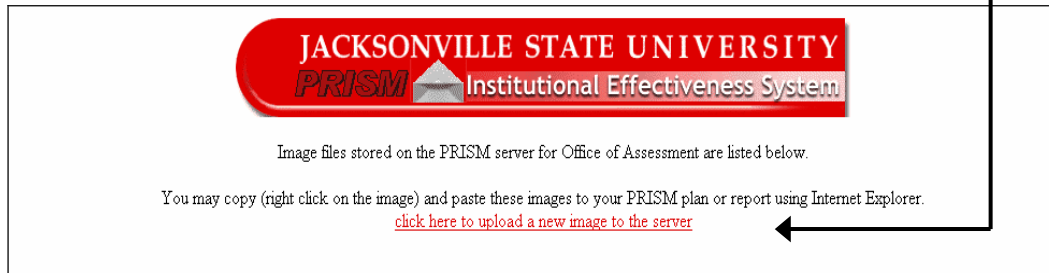
Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor <input type="checkbox"/>	not reviewed	<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome
 To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment. (2001-2002)

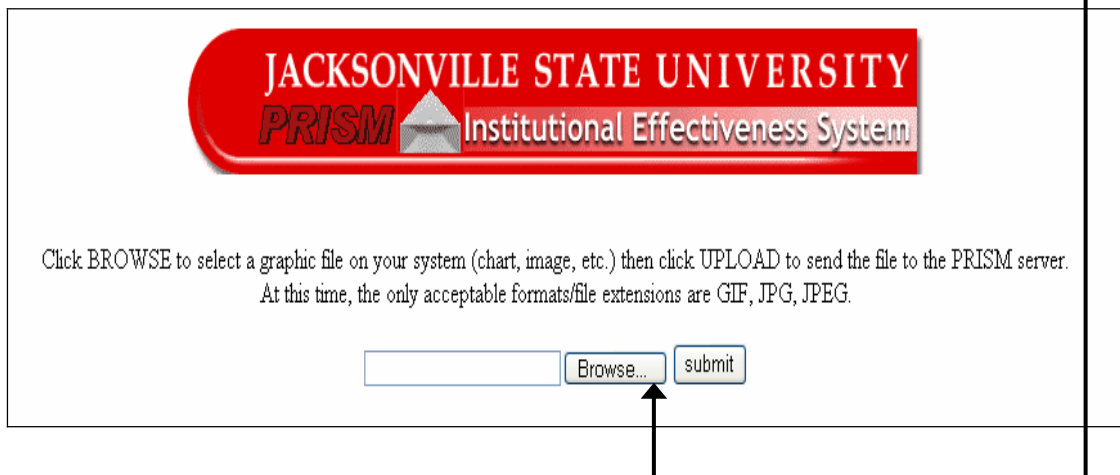
STORING CHARTS/GRAPHICS ON PRISM SERVER

(Continued)

5. Select **[click here to upload a new image to the server](#)**

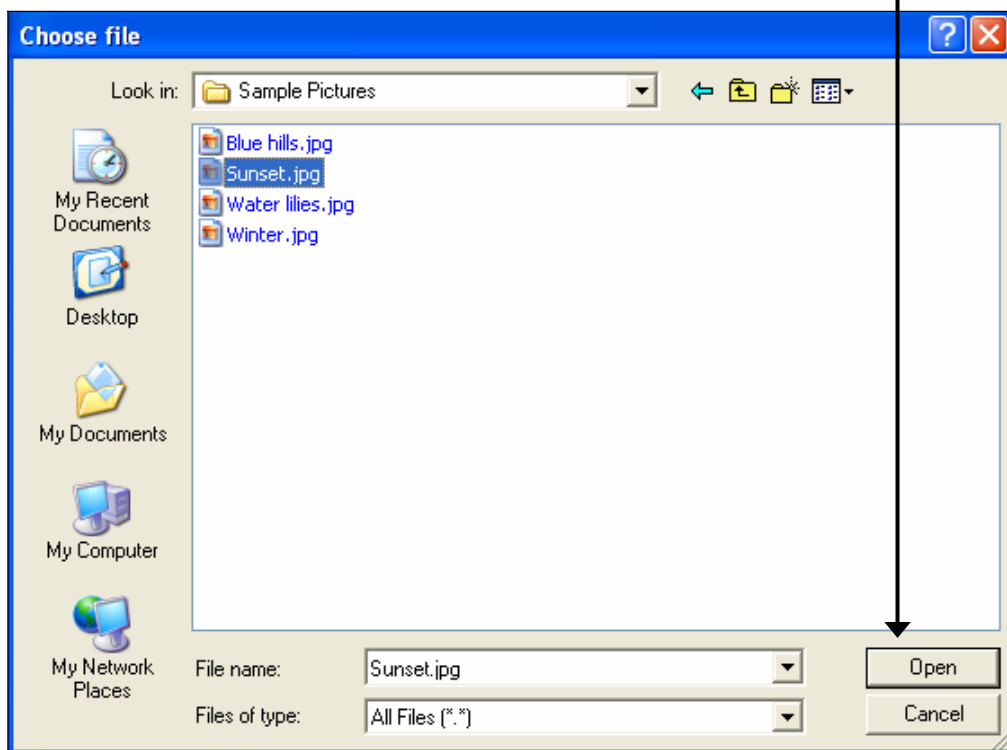


6. Click the **Browse** button to search your computer for an image

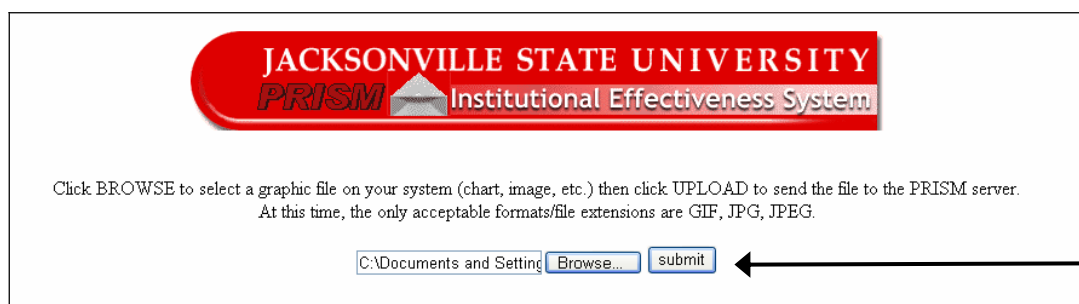


STORING CHARTS/GRAPHICS ON PRISM SERVER (Continued)

7. Click on the desired image, then click the **Open** button



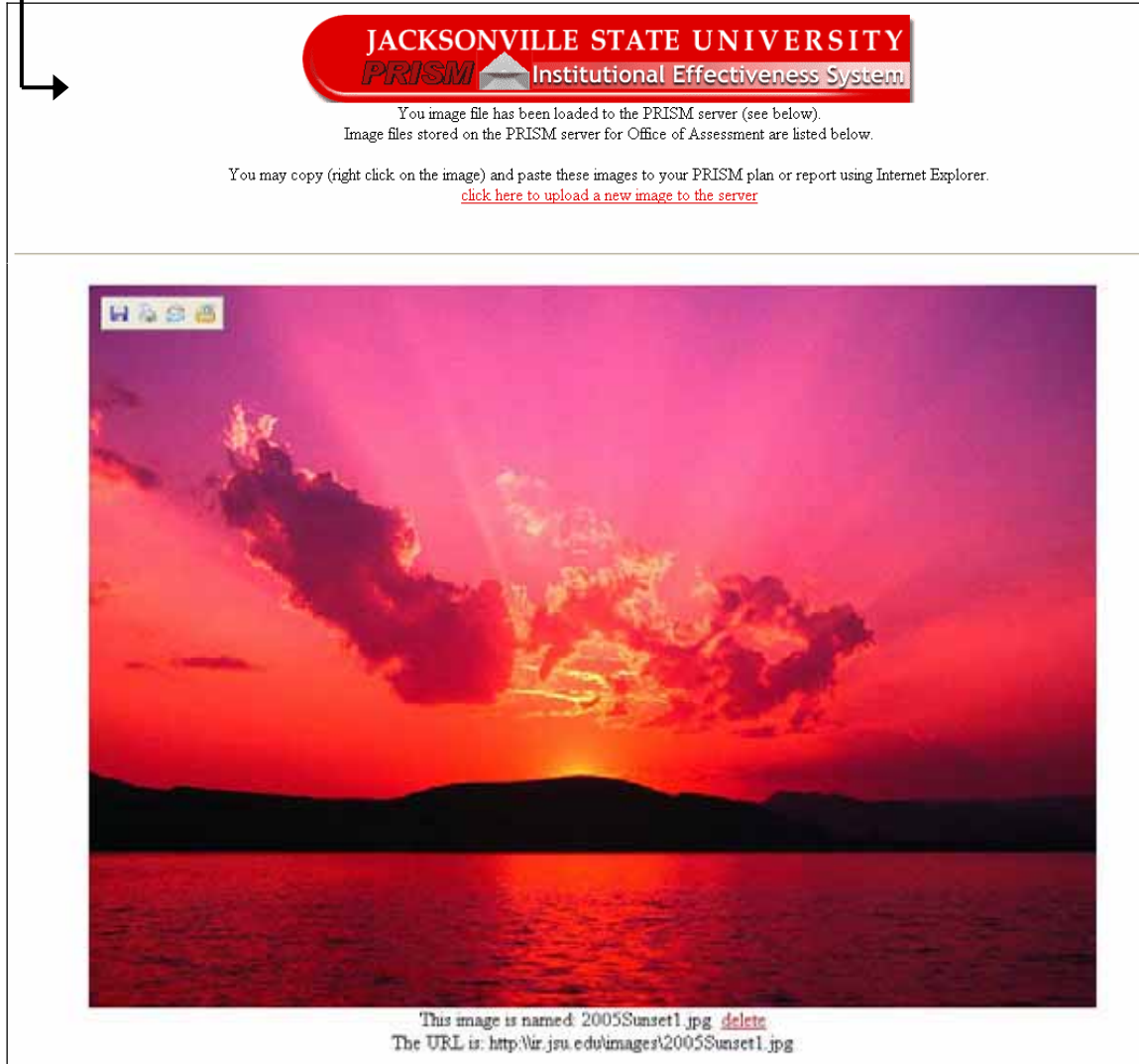
8. Click the **submit** button to upload your image



STORING CHARTS/GRAPHICS ON PRISM SERVER

(Continued)

9. Your result screen should look like this. Notice that the screen states your file was loaded successfully. If desired, you may now right-click on the image, copy and paste it into your text box in PRISM.



The screenshot displays the PRISM system interface. At the top is a red banner with the text "JACKSONVILLE STATE UNIVERSITY" and "PRISM Institutional Effectiveness System". Below the banner, a message states: "You image file has been loaded to the PRISM server (see below). Image files stored on the PRISM server for Office of Assessment are listed below." A link is provided: "You may copy (right click on the image) and paste these images to your PRISM plan or report using Internet Explorer. [click here to upload a new image to the server](#)". The main area shows a large image of a sunset over water. Below the image, text reads: "This image is named: 2005Sunset1.jpg [delete](#)" and "The URL is: <http://ir.jsu.edu/images/2005Sunset1.jpg>".

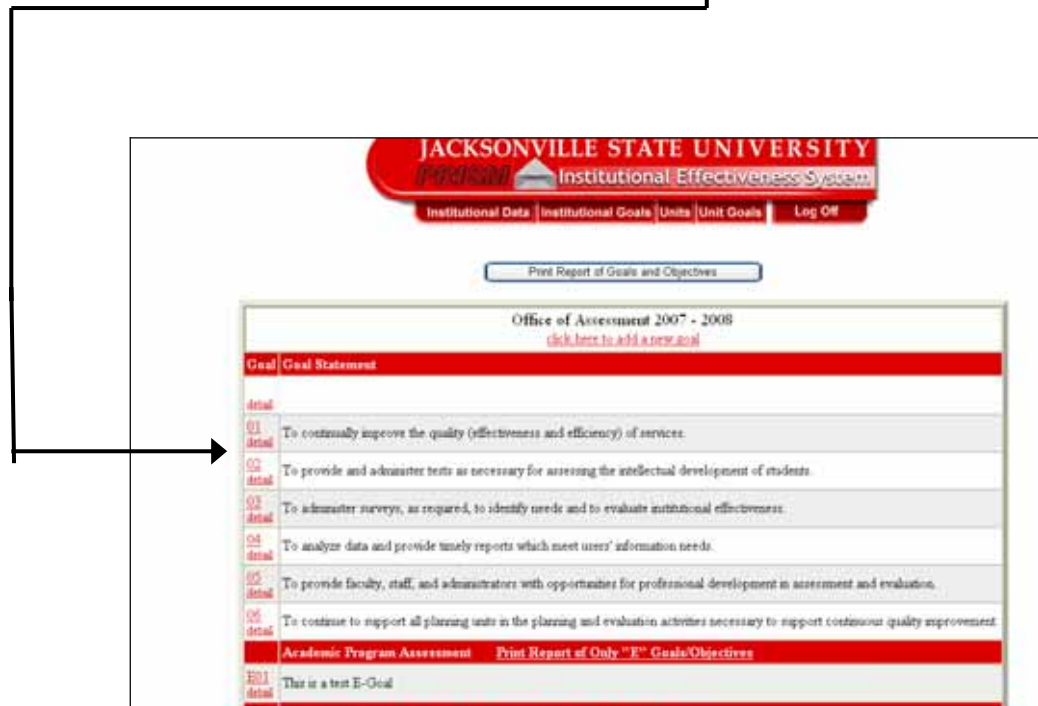
REVISING AND DELETING OBJECTIVES

Planning

1. Click on the **Unit Goals** tab

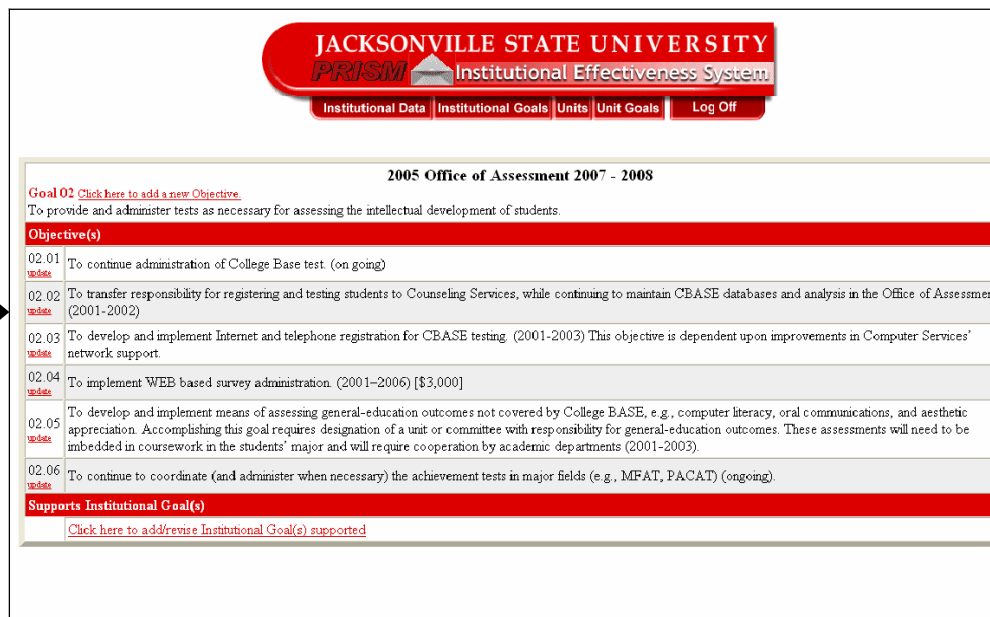


2. Select the **detail** link that is associated with the unit goal for which you would like to see an objective



REVISING AND DELETING OBJECTIVES (CONTINUED)

3. Click the **update** link on the objective you want to update



JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 02 [Click here to add a new Objective.](#)
To provide and administer tests as necessary for assessing the intellectual development of students.

Objective(s)

02.01 update	To continue administration of College Base test. (on going)
02.02 update	To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment (2001-2002)
02.03 update	To develop and implement Internet and telephone registration for CBASE testing. (2001-2003) This objective is dependent upon improvements in Computer Services' network support.
02.04 update	To implement WEB based survey administration. (2001-2006) [\$3,000]
02.05 update	To develop and implement means of assessing general-education outcomes not covered by College BASE, e.g., computer literacy, oral communications, and aesthetic appreciation. Accomplishing this goal requires designation of a unit or committee with responsibility for general-education outcomes. These assessments will need to be imbedded in coursework in the students' major and will require cooperation by academic departments (2001-2003).
02.06 update	To continue to coordinate (and administer when necessary) the achievement tests in major fields (e.g., MFAT, PACAT) (ongoing)

Supports Institutional Goal(s)
[Click here to add/revise Institutional Goal\(s\) supported](#)

REVISING AND DELETING OBJECTIVES (CONTINUED)

4. Update appropriate fields with any changes that you have

[Store Charts/Graphics on the PRISM server](#)
Office of Assessment 2007 - 2008
Goal 02
To provide and administer tests as necessary for assessing the intellectual development of students.
Edit Objective 02.02

Objective Number

Objective Status:

	Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	<input type="checkbox"/>	not reviewed	<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome

To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment. (2001-2002)

Strategy / Assessment / Success Criteria

An individual is employed for this position. Personnel files will include an individual designated a "Test administrator"

Status: Person(s) Responsible: Budget Request Type:

Additional Funding Request FY2006-2007: Funding Request Priority

Funding Request Justification and/or Specific Requirements

5. Select the **Update** button to save the changes

6. To reset all the fields in this form, click the **Reset Form** button

REVISING AND DELETING OBJECTIVES

(CONTINUED)

7. Your result screen should now look like this:



The screenshot displays the Jacksonville State University Institutional Effectiveness System interface. At the top, there is a navigation bar with links for Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. Below this, a button labeled 'Print Report of Goals and Objectives' is visible. The main content area is titled 'Office of Assessment 2007 - 2008' and includes a link to 'click here to add a new goal'. A table lists several goals, each with a 'Goal Statement' and a 'detail' link. The goals are numbered 01 through 06, followed by 'Academic Program Assessment' and 'This is a test E-Goal'. A red banner at the bottom of the table contains the text 'Academic Program Assessment' and 'Print Report of Only "E" Goals/Objectives'.

Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 detail	This is a test E-Goal

Evaluating

Evaluation of an objective is addressed in Section III of this manual

② **FYI:** The above steps are also used to revise and delete “E” objectives.

ADDING/REVISING INSTITUTIONAL GOAL(S) SUPPORTED

1. Click the **Unit Goals** tab



2. Select a **detail** link from the unit goals screen



ADDING/REVISING INSTITUTIONAL GOAL(S) SUPPORTED (CONTINUED)

Adding

3. Select the **Add** button

JACKSONVILLE STATE UNIVERSITY
Institutional Effectiveness System

Update Supported Division Institutional Goal(s)

ADD < > DELETE

InstGoalSupportedPeriod: 2003 - 2008
InstGoalSupportedYear: 2007 - 2008
InstGoalSupportedPlan: 2005 Office of Assessment
InstGoalSupportedGoal: 01
InstGoalSupported: 2
RevID: 4831

4. Enter the number of the **InstGoal Supported**

5. Select **OK**

JACKSONVILLE STATE UNIVERSITY
Institutional Effectiveness System

To add a link to an Institutional Goal enter the goal number (1-7) in InstGoal supported box:

Planning Year: 2007 - 2008
InstGoal: 01
InstGoal Supported:

OK Cancel

Select from the following Institutional Goals:

1. Educate students to be productive, responsible citizens and effective leaders in a rapidly changing global society.
2. Promote exemplary teaching and scholarship.
3. Enhance the culture of research and service.
4. Develop and maintain a student body of sufficient size and with appropriate characteristics to constitute a robust learning community.
5. Increase the use of technology as a comprehensive teaching and learning tool.
6. Increase the efficiency and effectiveness of administrative processes and services.
7. Enhance and maintain sound financial planning that secures adequate fiscal resources for the University.

ADDING/REVISING INSTITUTIONAL GOAL(S) SUPPORTED (CONTINUED)

6. Your result screen should now look like this:



The screenshot shows the 'JACKSONVILLE STATE UNIVERSITY' logo at the top, followed by the 'Institutional Effectiveness System' header. Below the header is a navigation bar with links: 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. The main content area has the text: 'To add a link to an Institutional Goal enter the goal number (1-7) in InstGoal supported box:'. Below this text are input fields for 'Planning Year' (2007 - 2008), 'Unit Goal' (01), and 'InstGoal Supported' (a dropdown menu). There are 'OK' and 'Cancel' buttons. Below the buttons is a list of seven institutional goals to choose from:

1. Educate students to be productive, responsible citizens and effective leaders in a rapidly changing global society.
2. Promote exemplary teaching and scholarship.
3. Enhance the roles of research and service.
4. Develop and maintain a student body of sufficient size and with appropriate characteristics to constitute a vibrant learning community.
5. Increase the use of technology as a comprehensive teaching and learning tool.
6. Increase the efficiency and effectiveness of administrative processes and services.
7. Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

Removing

7. Use the arrows to navigate to the desired **Supported Division/Institutional Goal**



The screenshot shows the 'JACKSONVILLE STATE UNIVERSITY' logo at the top, followed by the 'Institutional Effectiveness System' header. Below the header is a navigation bar with links: 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. The main content area has the text: 'Update Supported Division Institutional Goal(s)'. Below this text are four buttons: 'Add', '<', '>', and 'Delete'. Below the buttons are several fields with values: 'InstGoalSupPlanPeriod: 2003 - 2008', 'InstGoalSupPlanYear: 2007 - 2008', 'InstGoalSupUnitName: 2005 Office of Assessment', 'InstGoalSupUnitGoal: 01', 'InstGoalSup: 2', and 'RecID: 4831'. A red arrow points from the '>' button to the 'InstGoalSupUnitGoal: 01' field.

ADDING/REVISING INSTITUTIONAL GOAL(S) SUPPORTED (CONTINUED)

8. Select the **Delete** button

JACKSONVILLE STATE UNIVERSITY
IPEDS Institutional Effectiveness System

[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

Update Supported Division/Institutional Goal(s)

[Add](#) | [←](#) | [→](#) | [Delete](#)

InstGoalSuppPlanPeriod: 2003 - 2008
InstGoalSuppPlanYear: 2007 - 2008
InstGoalSuppUnitName: 2005 Office of Assessment
InstGoalSuppUnitGoal: 01
InstGoalSupp: 2
RecID: 4831

9. Your result screen should now look like this:

JACKSONVILLE STATE UNIVERSITY
IPEDS Institutional Effectiveness System

[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 01 [Click here to add a new Objective](#)
To continually improve the quality (effectiveness and efficiency) of services

Objective(s)

01.01 edit	To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002)
01.02 edit	To seek evaluative feedback on reports and questionnaires from decision makers (2001-2006)

Supports Institutional Goal(s)

7	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.
---	----------------------------------------------------------------------------------------------------------

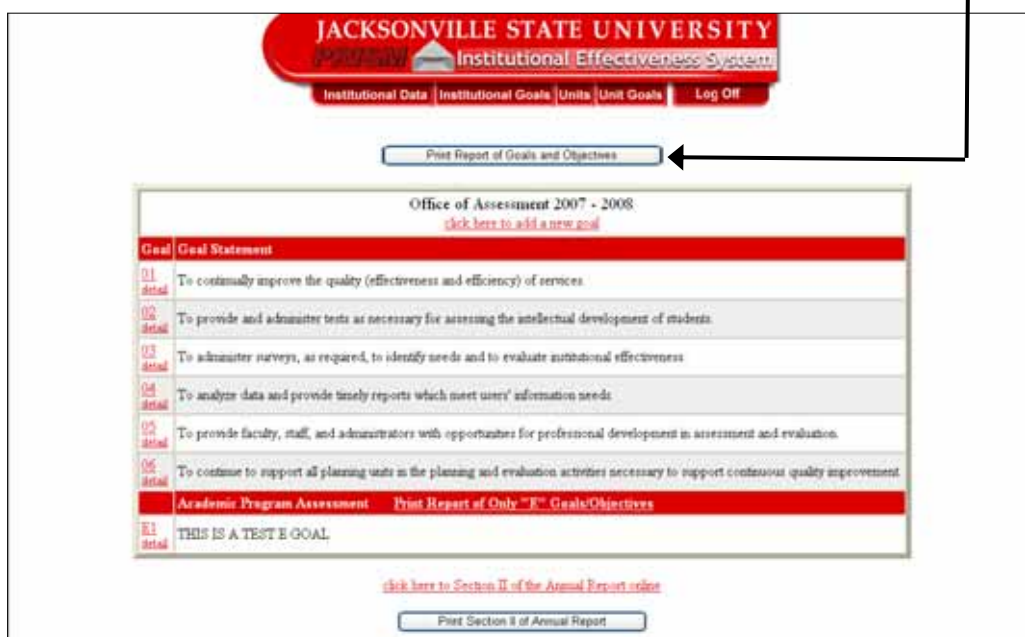
[Click here to add/revise Institutional Goal\(s\) supported](#)

PRINTING REPORT OF GOALS AND OBJECTIVES

1. Click the **Unit Goals** tab

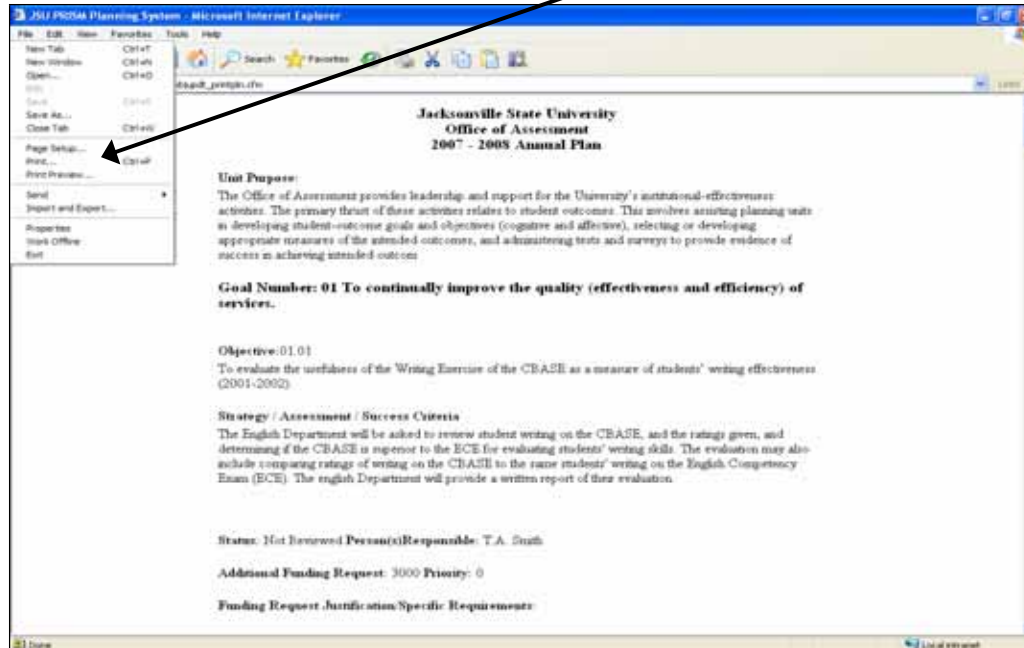


2. Select the **Print Report of Goals and Objectives** button

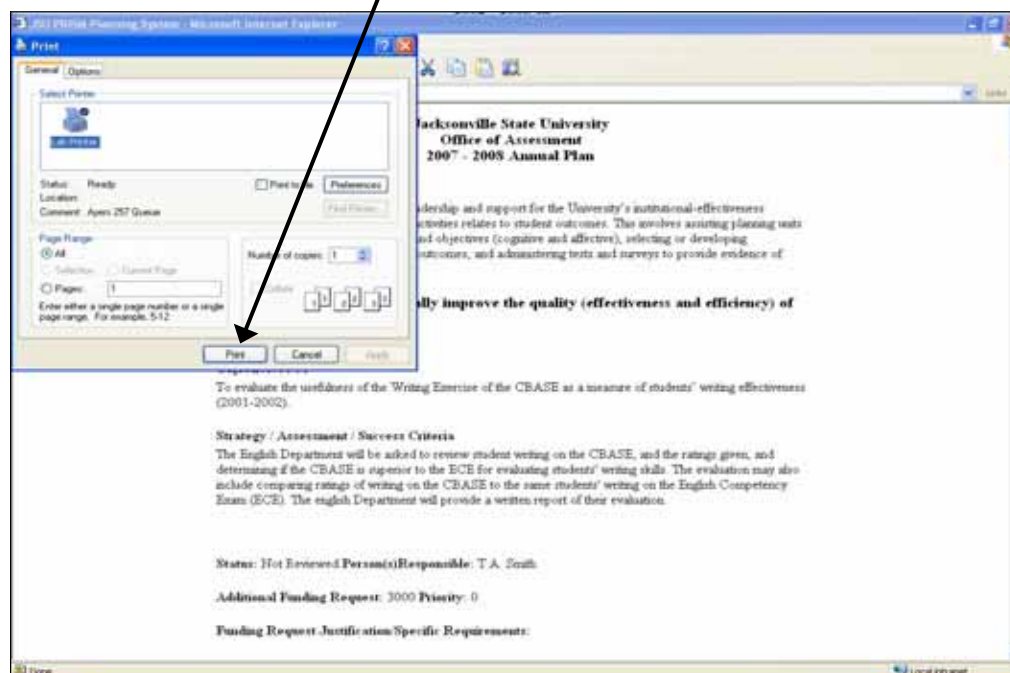


PRINTING REPORT OF GOALS AND OBJECTIVES (CONTINUED)

3. Select the **File, Print...** menu item



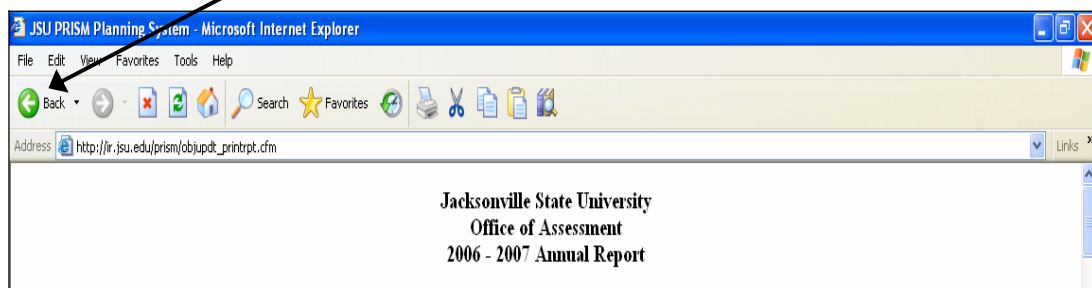
4. Select the **Print** button



PRINTING REPORT OF GOALS AND OBJECTIVES

(CONTINUED)

5. The report will now print. Select the **Back** button to return to the unit goals screen



6. Your result screen should now look like this:

The screenshot shows the Jacksonville State University PRISM Institutional Effectiveness System interface. The page has a red header with the university name and logo. Below the header is a navigation bar with links for 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. A button labeled 'Print Report of Goals and Objectives' is centered on the page. Below this, a table displays the 'Office of Assessment 2007 - 2008' goals. The table has two columns: 'Goal' and 'Goal Statement'. Each goal is numbered and includes a 'detail' link.

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

PRINTING A REPORT OF ONLY "E" GOALS/OBJECTIVES

1. Click the **Unit Goals** tab



2. Select the **Print Report of Only "E" Goals/Objectives** link



PRINTING A REPORT OF ONLY "E" GOALS/OBJECTIVES (CONTINUED)

3. Select **OK**

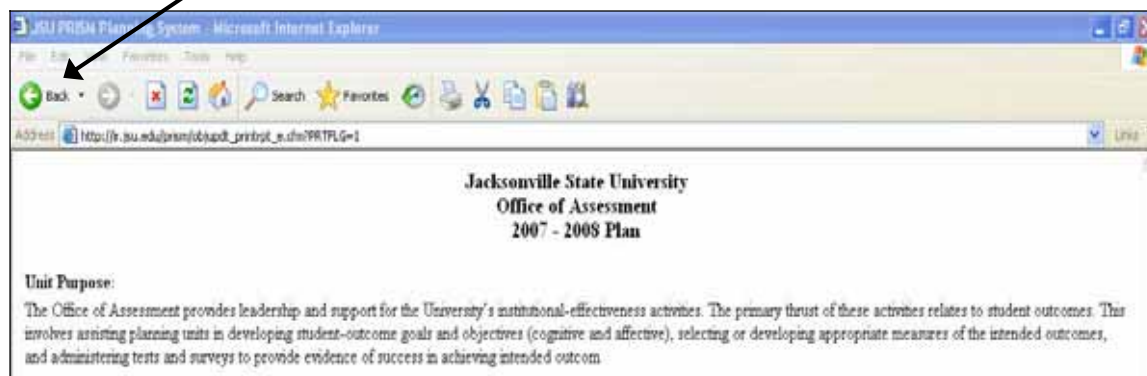
The screenshot shows a web browser window displaying the Jacksonville State University Office of Assessment 2007 - 2008 Plan report. The report content includes sections for Unit Purpose, Goal Numbers, Objective-Expected Educational Outcome, Educational Outcome Assessment Strategy, Results of Evaluation/Assessment, Use of Results, and Status. A Microsoft Internet Explorer dialog box is overlaid on the report, asking the user to confirm if they want to print the report. The dialog box has an 'OK' button and a 'Cancel' button. An arrow points from the 'OK' button in the dialog box to the 'OK' button in the dialog box.

4. Select the **Print** button

The screenshot shows the same web browser window displaying the Jacksonville State University Office of Assessment 2007 - 2008 Plan report. A print dialog box is overlaid on the report, asking the user to confirm if they want to print the report. The dialog box has a 'Print' button and a 'Cancel' button. An arrow points from the 'Print' button in the dialog box to the 'Print' button in the dialog box.

PRINTING A REPORT OF ONLY "E" GOALS/OBJECTIVES (CONTINUED)

5. The report will now print. Select the **Back** button to return to the unit goals screen.



6. Your result screen should now look like this:

The screenshot shows the "Print Report of Goals and Objectives" screen of the Jacksonville State University Institutional Effectiveness System. The page has a red header with the university name and logo. Below the header is a navigation bar with links: "Institutional Data", "Institutional Goals", "Units", "Unit Goals", and "Log Off". The main content area is titled "Office of Assessment 2007 - 2008" and includes a link "click here to add a new goal". Below this is a table with two columns: "Goal" and "Goal Statement".

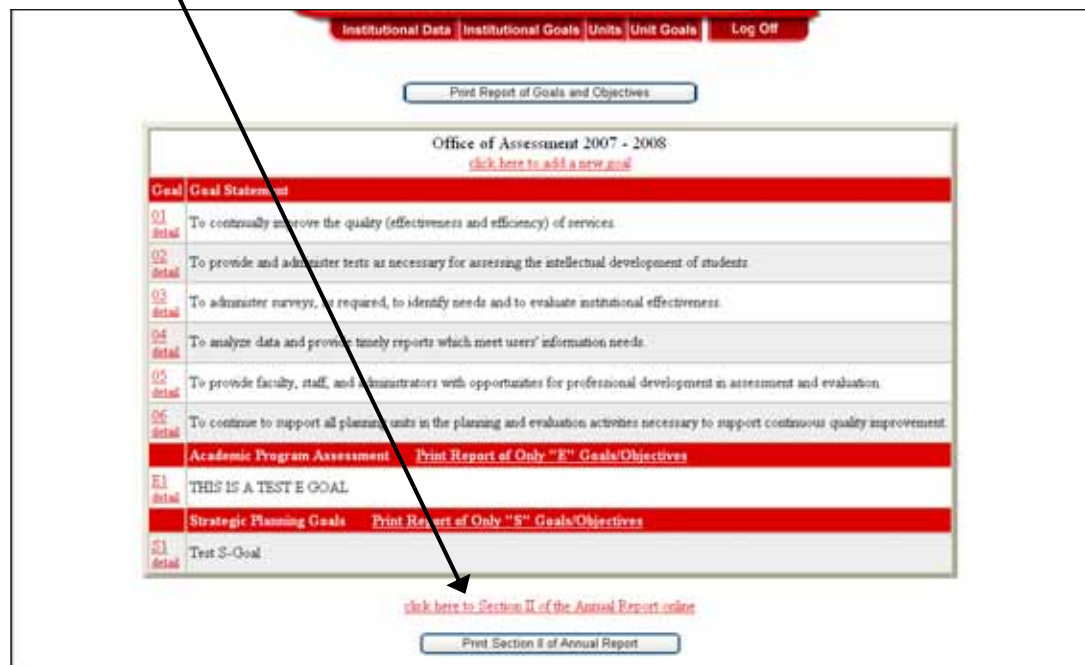
Goal	Goal Statement
01	To continually improve the quality (effectiveness and efficiency) of services.
02	To provide and administer tests as necessary for assessing the intellectual development of students.
03	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04	To analyze data and provide timely reports which meet users' information needs.
05	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

VIEWING SECTION II OF ANNUAL REPORT ONLINE

1. Click the **Unit Goals** tab



2. Select the **[click here to Section II of the Annual Report online](#)** link



VIEWING SECTION II OF ANNUAL REPORT ONLINE (CONTINUED)

3. Your result screen should now look like this:

JACKSONVILLE STATE UNIVERSITY

PRISM

Institutional Effectiveness System

Institutional Data

Institutional Goals

Units

Unit Goals

Log Off

Annual Report

Office of Assessment 2007 - 2008

Unit's efforts to recruit and retain African American faculty and administrative staff	number
Number of advertisements in targeted publications/ organizations (example: HBCU-central.com)	<input type="text"/>
Number of candidates contacted from <i>Minority and Women Doctoral Directory</i>	<input type="text"/>
Number of African American candidates interviewed for faculty/ administrative staff openings	<input type="text"/>
Number of African American candidates hired for faculty/ administrative staff openings	<input type="text"/>
Number of African American faculty/ administrative staff engaged in TLC mentoring program	<input type="text"/>

Publications	Refereed	Non-Refereed
Scholarly/Professional Journal	<input type="text"/>	<input type="text"/>
Book Chapters/Other Papers Published	<input type="text"/>	<input type="text"/>
Complete Books/Manuals Published	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

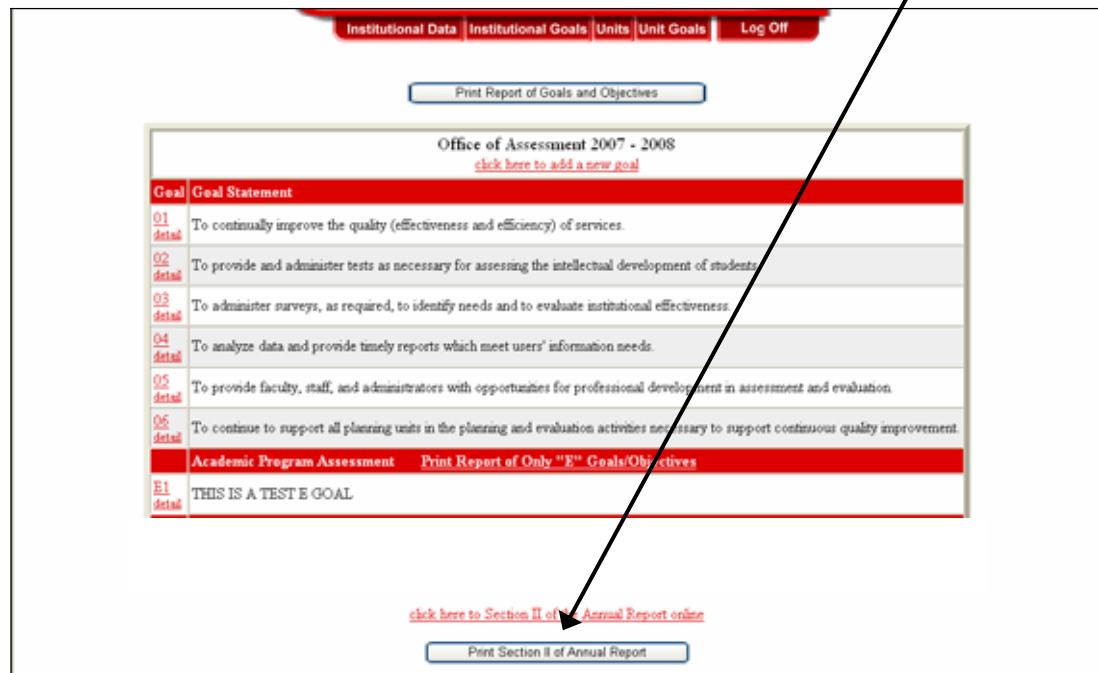
Scholarly Activities	Number
Number of Scholarly/Professional Presentations	<input type="text"/>
Number of Creative Products/Performances	<input type="text"/>
<input type="text"/>	<input type="text"/>

PRINTING SECTION II OF ANNUAL REPORT

1. Click the **Unit Goals** tab

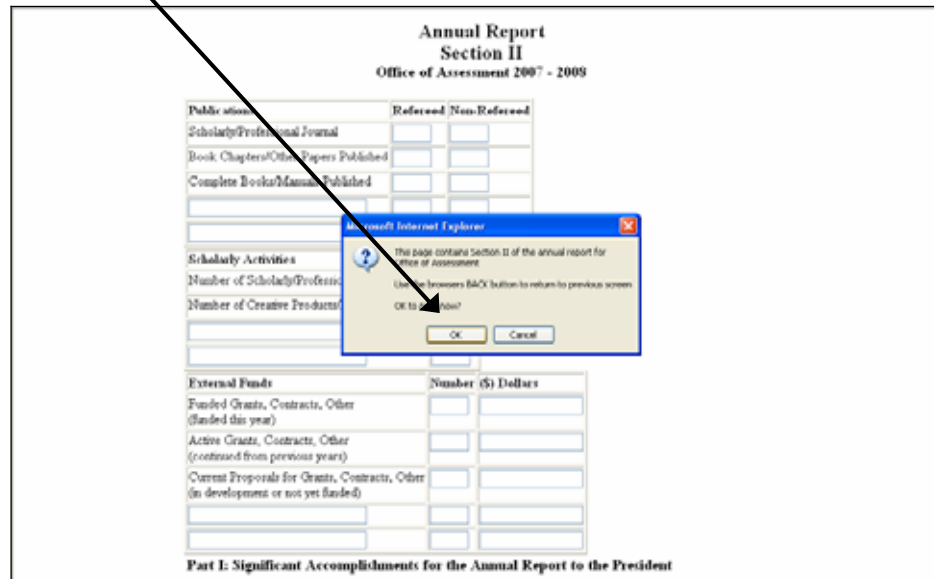


2. Select the **Print Section II of Annual Report** button



PRINTING SECTION II OF ANNUAL REPORT (CONTINUED)

3. Select **OK**



The screenshot shows the 'Annual Report Section II' form for the 'Office of Assessment 2007 - 2008'. The form is divided into several sections: Publications, Scholarly Activities, External Funds, and Part I: Significant Accomplishments for the Annual Report to the President. A Microsoft Internet Explorer dialog box is overlaid on the form, asking 'This page contains Section II of the annual report for Office of Assessment. Use the browser's Back button to return to previous screen. OK to continue?' with 'OK' and 'Cancel' buttons. An arrow points from the instruction '3. Select OK' to the 'OK' button in the dialog box.

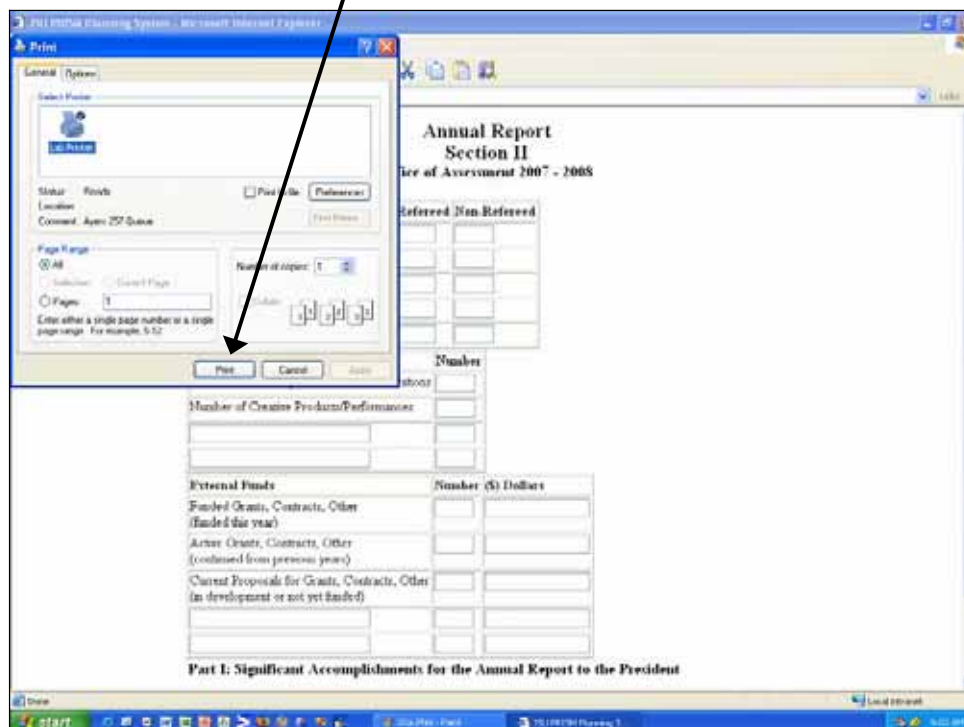
Publications	Refereed	Non-Refereed
Scholarly/Professional Journal		
Book Chapters/Other Papers Published		
Complete Books/Monographs Published		

Scholarly Activities	
Number of Scholarly/Professional Publications	
Number of Creative Products/Performances	

External Funds	Number (\$)	Dollars
Funded Grants, Contracts, Other (funded this year)		
Active Grants, Contracts, Other (continued from previous years)		
Current Proposals for Grants, Contracts, Other (in development or not yet funded)		

Part I: Significant Accomplishments for the Annual Report to the President

4. Select the **Print** button



The screenshot shows the same 'Annual Report Section II' form, but now the 'Print' dialog box is open. The dialog box has tabs for 'Print' and 'Options'. The 'Print' tab is active, showing options for 'Print Range' (All, Selection, Pages), 'Number of Copies' (1), and 'Print Range' (1). The 'Print' button is highlighted with an arrow from the instruction '4. Select the Print button'. The background form is partially visible, showing the same sections as the previous screenshot.

Publications	Refereed	Non-Refereed
Scholarly/Professional Journal		
Book Chapters/Other Papers Published		
Complete Books/Monographs Published		

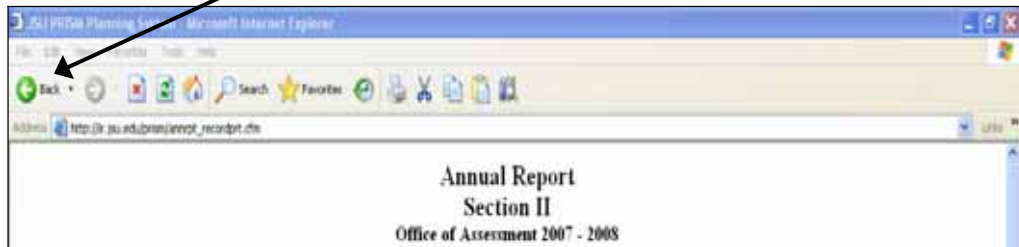
Scholarly Activities	
Number of Scholarly/Professional Publications	
Number of Creative Products/Performances	

External Funds	Number (\$)	Dollars
Funded Grants, Contracts, Other (funded this year)		
Active Grants, Contracts, Other (continued from previous years)		
Current Proposals for Grants, Contracts, Other (in development or not yet funded)		

Part I: Significant Accomplishments for the Annual Report to the President

PRINTING SECTION II OF ANNUAL REPORT (CONTINUED)

5. The report will now print. Click the **Back** button to return to the unit goals screen.



6. Your result screen should now look like this:

The screenshot shows the Jacksonville State University Institutional Effectiveness System interface. The header includes the university name and navigation links. A table titled 'Office of Assessment 2007 - 2008' lists goals and statements.

Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

REVIEWING YOUR BUDGET REQUEST

② **FYI:** Funding requests will travel through the administrative ranks until they reach someone who will/can fund the request. You will be notified by email to check the status of your request once an administrator has acted upon your request.

1. Click the **Unit Goals** tab



2. Select a **detail** link from the unit goals screen. Remember, “E” Goals are not budget driven, so there will be no budget requests visible in the “E” detail.

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E1 detail	THIS IS A TEST E GOAL

REVIEWING YOUR BUDGET REQUEST (CONTINUED)

3. Select an **update** link from the **Objective(s)** list

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 01 [Click here to add a new Objective.](#)
To continually improve the quality (effectiveness and efficiency) of services.

Objective(s)

01.01	update evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002).
01.02	update To seek evaluative feedback on reports and questionnaires from decision makers. (2001-2006)

Supports Institutional Goal(s)

2	Promote exemplary teaching and scholarship.
7	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

[Click here to add/revise Institutional Goal\(s\) supported](#)

4. Budget request information is located on the screen

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

[Show Charts/Graphs on the PRISM server](#)

Office of Assessment 2007 - 2008

Goal 01
To continually improve the quality (effectiveness and efficiency) of services

Edit Objective 01.01

Objective Number: 01.01

Objective Status:

Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	not reviewed		0

Objective Statement Expected Educational Outcome

To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002).

Strategy / Assessment / Success Criteria

Style: Font: Font: Size: [Icons]

Section 1 - Entering System and Viewing Data

Section 2 - Planning an Upcoming Year

Section 3 - Evaluating a Previous Year

Section 4 - Administrators: Reviewing/Approving Requests for Funding

REVIEWING UNIT GOALS

1. To view the goals from your unit, select the **Unit Goals** tab from the menu bar



2. Your result screen should now look like this, allowing you to view all of your unit's goals:

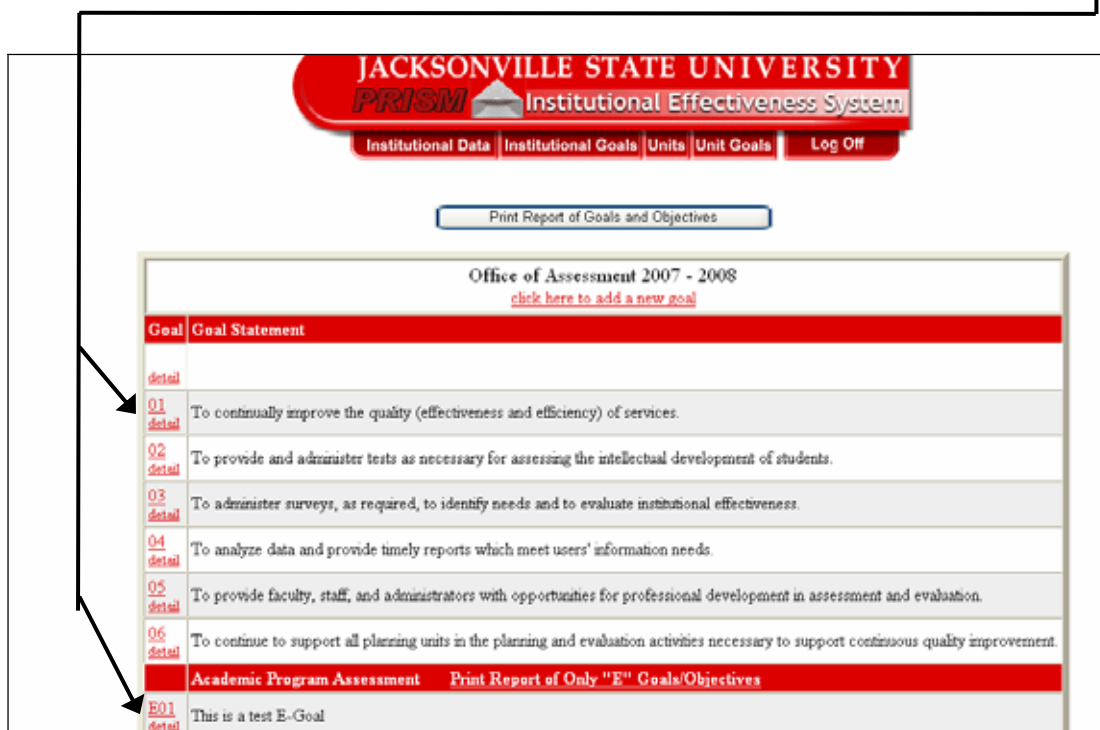


REVISING and UPDATING UNIT GOALS

1. Click on the **Unit Goals** tab



2. Select the Unit **Goal** number you would like to edit



REVISING and UPDATING UNIT GOALS (CONTINUED)

3. Select the **Edit** button from the list of options

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data Institutional Goals Units Unit Goals Log Off

Unit Goals
Office of Assessment 2007 - 2008

Add Edit Delete

GoalPlanPeriod: 2003 - 2008
GoalYear: 2007 - 2008
GoalUnitName: Office of Assessment
GoalNumber: E01
GoalStmnt: This is a test E-Goal

4. Enter new information into the text boxes

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data Institutional Goals Units Unit Goals Log Off

Update Unit Goal
Office of Assessment 2007 - 2008

GoalNumber: E01
GoalStmnt: This is a test E-Goal

OK Cancel

5. Click **OK** to update the goal

REVISING and UPDATING UNIT GOALS (CONTINUED)

6. Your result screen should now look like this, with the edited goal now updated



The screenshot displays the Jacksonville State University Institutional Effectiveness System interface. At the top, there is a navigation bar with links for Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. Below this, a button labeled 'Print Report of Goals and Objectives' is visible. The main content area is titled 'Office of Assessment 2007 - 2008' and includes a link 'click here to add a new goal'. A table lists several goals, each with a 'Goal' ID and a 'Goal Statement'. The table is as follows:

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 detail	This is a test E-Goal

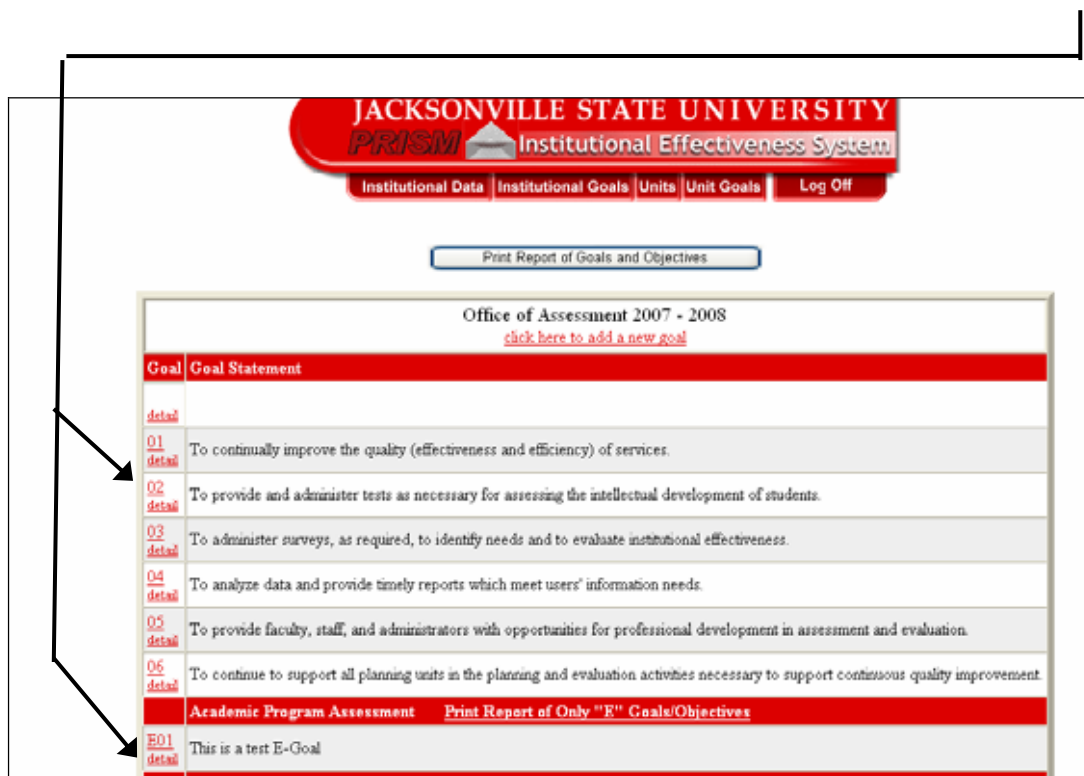
ⓘ **FYI:** To revise and update “E” Goals, follow the steps above.

DELETING UNIT GOALS

1. Click on the **Unit Goals** tab



2. Select the Unit **Goal** number you would like to delete



DELETING UNIT GOALS (CONTINUED)

3. Select the **Delete** button from the list of options



JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System


[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

Unit Goals
Office of Assessment 2007 - 2008

[Add](#) [Edit](#) [Delete](#)

GoalPlanPeriod: 2003 - 2008
GoalYear: 2007 - 2008
GoalUnitName: Office of Assessment
GoalNumber: E01
GoalStmnt: This is a test E-Goal

4. Your result screen should look like this, with the goal deleted from the screen



JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

[Print Report of Goals and Objectives](#)

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

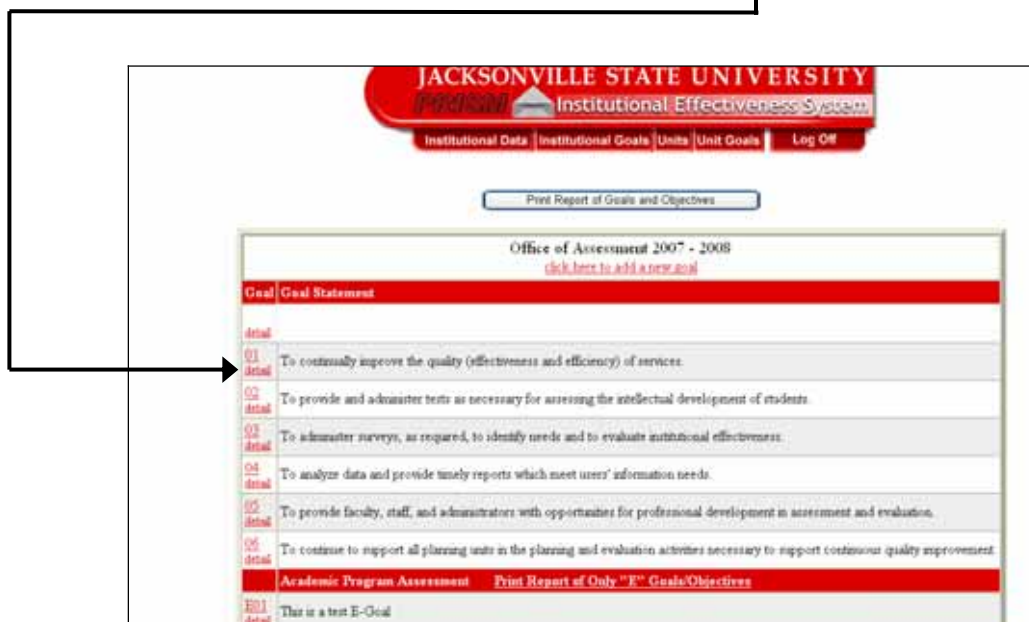
ⓘ **FYI:** To delete “E” Goals, follow the steps above.

REVIEWING UNIT OBJECTIVES

1. Click on the **Unit Goals** tab



2. Select the **detail** link that is associated with the unit goal for which you would like to see the objective(s)



REVIEWING UNIT OBJECTIVES (CONTINUED)

3. Your result screen should look similar to the one below. The arrows are pointing to the unit objectives for that particular goal.

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 01 [Click here to add a new Objective.](#)
To continually improve the quality (effectiveness and efficiency) of services.

Objective(s)	
01.01 update	To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002)
01.02 update	To seek evaluative feedback on reports and questionnaires from decision makers. (2001-2006)

Supports Institutional Goal(s)

2	Promote exemplary teaching and scholarship.
7	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

[Click here to add/revise Institutional Goal\(s\) supported](#)

❗ **FYI:** To review objectives attached to “E” Goals, follow the steps above.

REVISING AND DELETING OBJECTIVES

Evaluating

1. Click on the **Unit Goals** tab



2. Select the **detail** link that is associated with the unit goal for which you would like to see an objective(s)



REVISING AND DELETING OBJECTIVES (CONTINUED)

3. Click the ***update*** link on the objective you would like to update

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data
Institutional Goals
Units
Unit Goals
Log Off

2005 Office of Assessment 2007 - 2008

Goal 02 [Click here to add a new Objective.](#)
 To provide and administer tests as necessary for assessing the intellectual development of students.

Objective(s)

02.01 update	To continue administration of College Base test. (on going)
02.02 update	To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment (2001-2002)
02.03 update	To develop and implement Internet and telephone registration for CBASE testing. (2001-2003) This objective is dependent upon improvements in Computer Services' network support.
02.04 update	To implement WEB based survey administration. (2001-2006) [\$3,000]
02.05 update	To develop and implement means of assessing general-education outcomes not covered by College BASE, e.g., computer literacy, oral communications, and aesthetic appreciation. Accomplishing this goal requires designation of a unit or committee with responsibility for general-education outcomes. These assessments will need to be imbedded in coursework in the students' major and will require cooperation by academic departments (2001-2003).
02.06 update	To continue to coordinate (and administer when necessary) the achievement tests in major fields (e.g., MFAT, PACAT) (ongoing).

Supports Institutional Goal(s)

[Click here to add/revise Institutional Goal\(s\) supported](#)

REVISING AND DELETING OBJECTIVES (CONTINUED)

4. Evaluate this goal by entering information in the **Strategy / Assessment / Success Criteria** text box

[Store Charts/Graphics on the PRISM server](#)
Office of Assessment 2007 - 2008
Goal 02
To provide and administer tests as necessary for assessing the intellectual development of students.
Edit Objective 02.02

Objective Number

Objective Status:

	Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	<input type="checkbox"/>	not reviewed	<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome
To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment. (2001-2002)

Strategy / Assessment / Success Criteria

An individual is employed for this position. Personnel files will include an individual designated a "Test administrator"

Status: Person(s) Responsible: T.A. Smith/A. Custumano Budget Request Type:

Additional Funding Request FY2006-2007: Funding Request Priority:

Funding Request Justification and/or Specific Requirements

Update Reset Form
Cancel Delete
Post

5. Select the **Update** button to save the changes
6. To reset all the fields in this form click the **Reset Form** button

ⓘ **FYI:** Remember, objectives attached to “E” Goals will not contain funding request information.

REVISING AND DELETING OBJECTIVES (CONTINUED)

7. Your result screen should now look like this:

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 detail	This is a test E-Goal

Planning

The planning of an objective is addressed in Section II of this manual.

Requesting Funds

The topic of requesting funds is addressed in Section II of this manual.

STORING CHARTS/GRAPHICS ON PRISM SERVER

1. Click on the **Unit Goals** tab

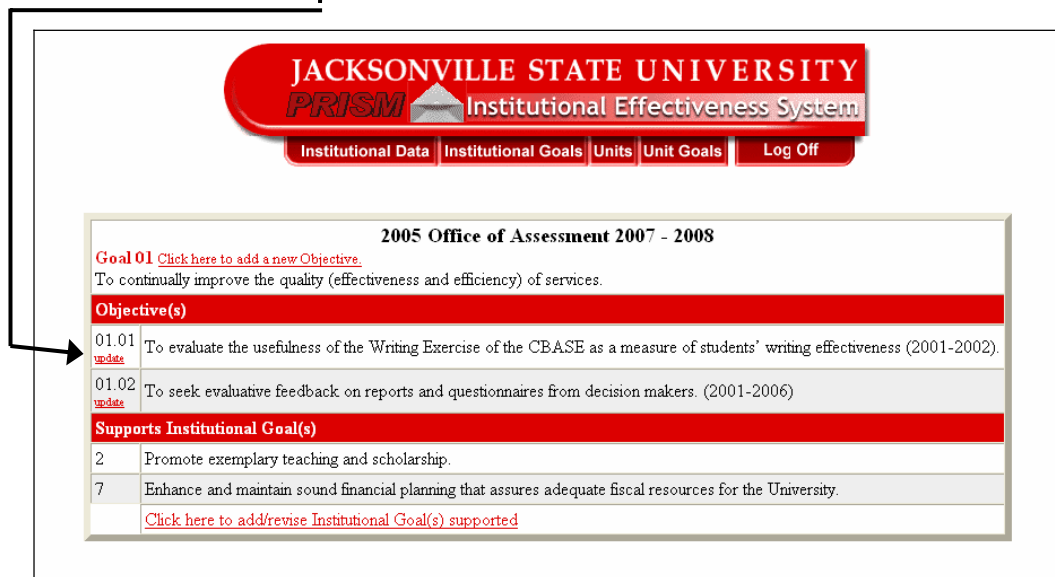


2. Select the **detail** link that is associated with the unit goal for which you would like to see the objective(s)



STORING CHARTS/GRAPHICS ON PRISM SERVER (CONTINUED)

3. Click **update** for the objective for which you would like to add a graphic or chart



JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 01 [Click here to add a new Objective.](#)
To continually improve the quality (effectiveness and efficiency) of services.

Objective(s)

01.01 update	To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002).
01.02 update	To seek evaluative feedback on reports and questionnaires from decision makers. (2001-2006)

Supports Institutional Goal(s)

2	Promote exemplary teaching and scholarship.
7	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

[Click here to add/revise Institutional Goal\(s\) supported](#)

4. Click **Store Charts/Graphics on the PRISM server**



JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

[Store Charts/Graphics on the PRISM server](#)

Office of Assessment 2007 - 2008

Goal 02
To provide and administer tests as necessary for assessing the intellectual development of students.

Edit Objective 02.02

Objective Number

Objective Status:

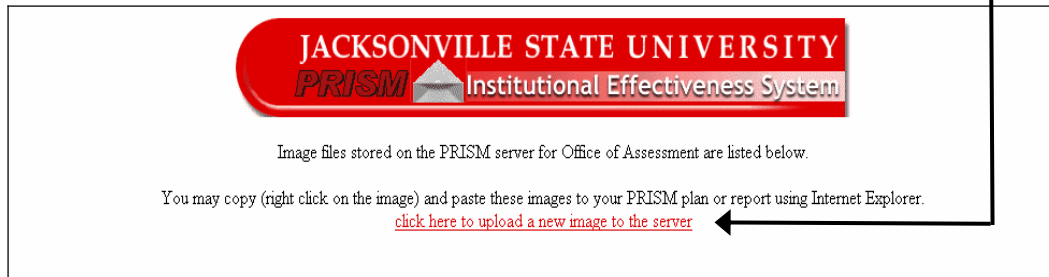
	Reviewed	Funding Status	Funded	Approved Amount
Dean/Immediate Supervisor	<input type="checkbox"/>	not reviewed	<input type="checkbox"/>	0

Objective Statement/Expected Educational Outcome

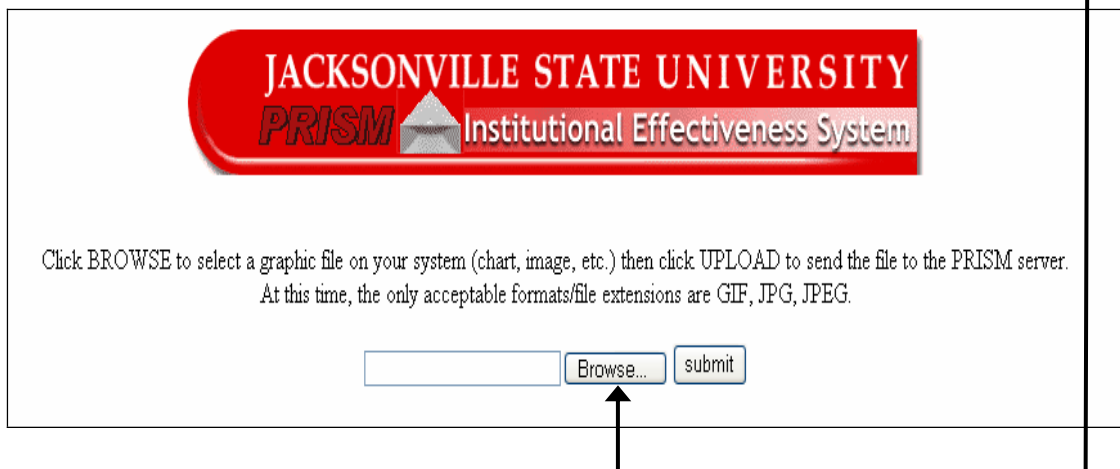
To transfer responsibility for registering and testing students to Counseling Services, while continuing to maintain CBASE databases and analysis in the Office of Assessment. (2001-2002)

STORING CHARTS/GRAPHICS ON PRISM SERVER (CONTINUED)

5. Select **[click here to upload a new image to the server](#)**

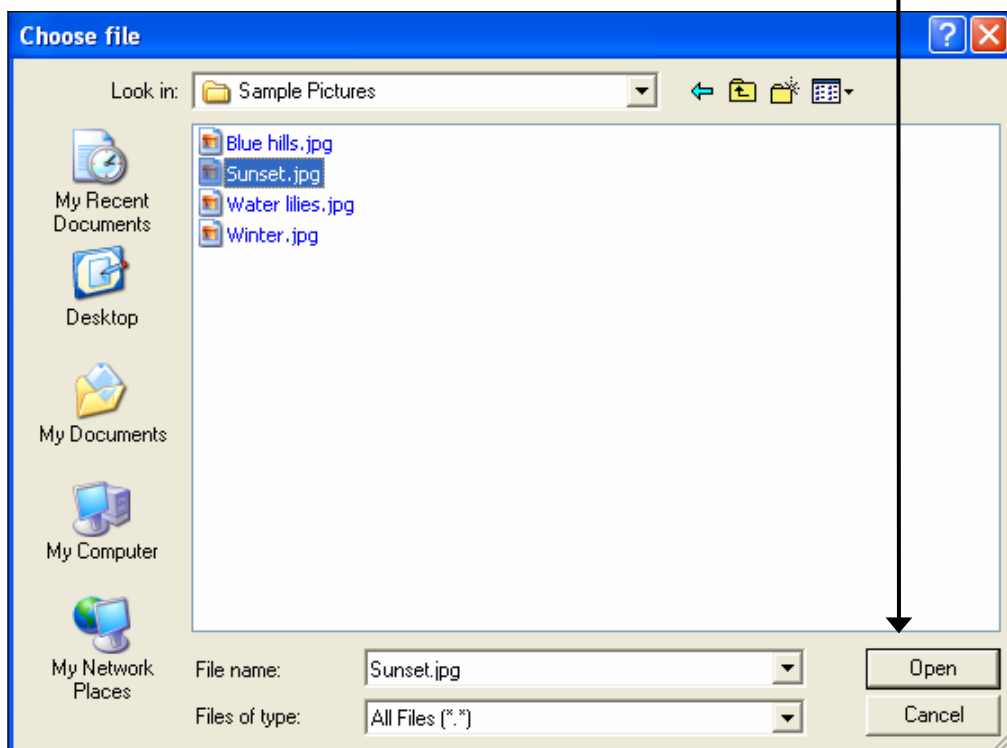


6. Click the **Browse** button to search your computer for an image

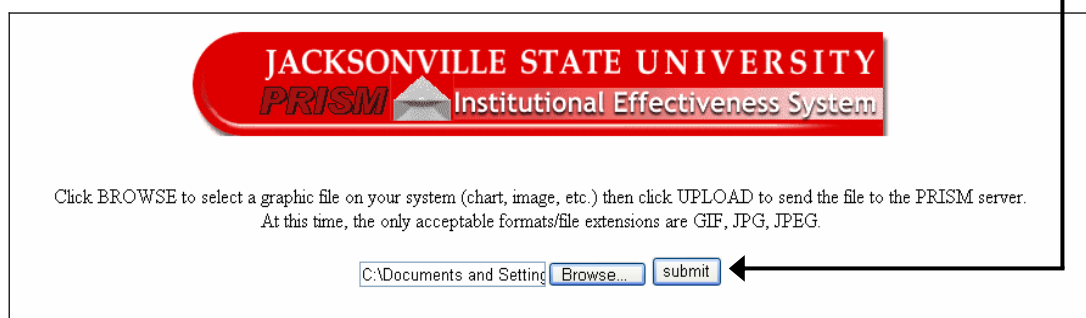


STORING CHARTS/GRAPHICS ON PRISM SERVER (CONTINUED)

7. Click on the chosen image, then click the **Open** button



8. Click the **submit** button to upload your image



STORING CHARTS/GRAPHICS ON PRISM SERVER (CONTINUED)

9. Your result screen should now look like this. Notice that the screen states your file was loaded successfully. If desired, you may now right-click on the image, copy and paste it into your text box in PRISM.

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

You image file has been loaded to the PRISM server (see below).
Image files stored on the PRISM server for Office of Assessment are listed below.

You may copy (right click on the image) and paste these images to your PRISM plan or report using Internet Explorer.
[click here to upload a new image to the server](#)



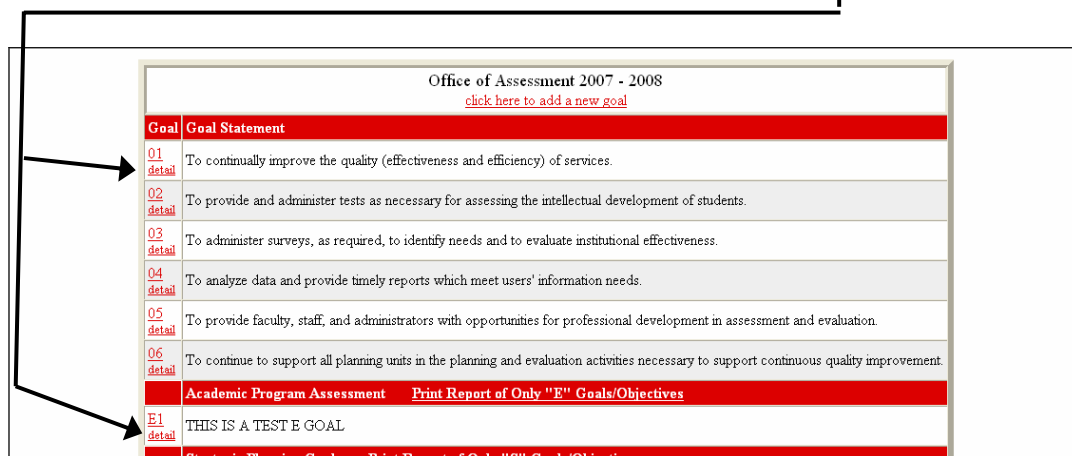
This image is named: 2005Sunset1.jpg [delete](#)
The URL is: <http://ir.jsu.edu/images/2005Sunset1.jpg>

ADDING/REVISING INSTITUTIONAL GOAL(S) SUPPORTED

1. Click the **Unit Goals** tab



2. Select a **detail** link from the unit goals screen



ADDING/REVISING INSTITUTIONAL GOAL(S) SUPPORTED (CONTINUED)

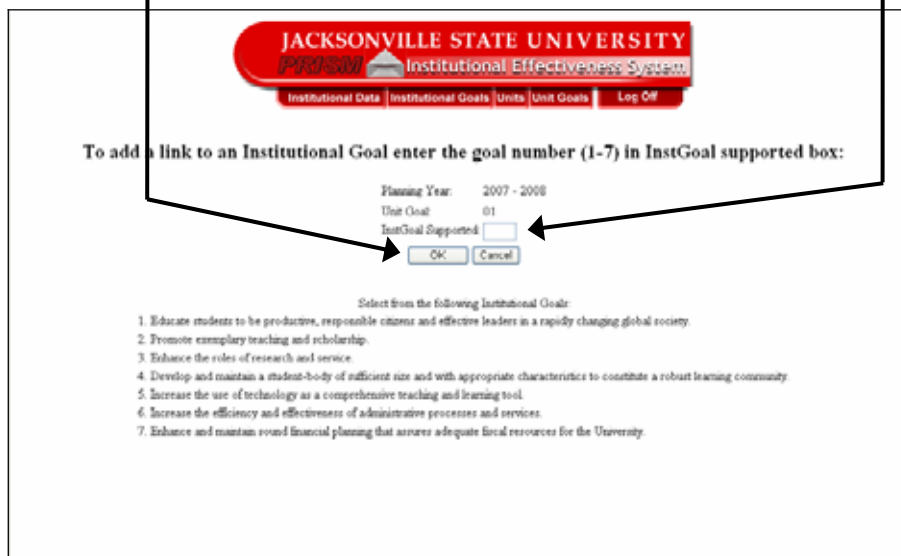
Adding

3. Select the **Add** button



4. Enter the number of the **InstGoal Supported**

5. Select **OK**



ADDING/REVISING INSTITUTIONAL GOAL(S) SUPPORTED (CONTINUED)

6. Your result screen should now look like this:

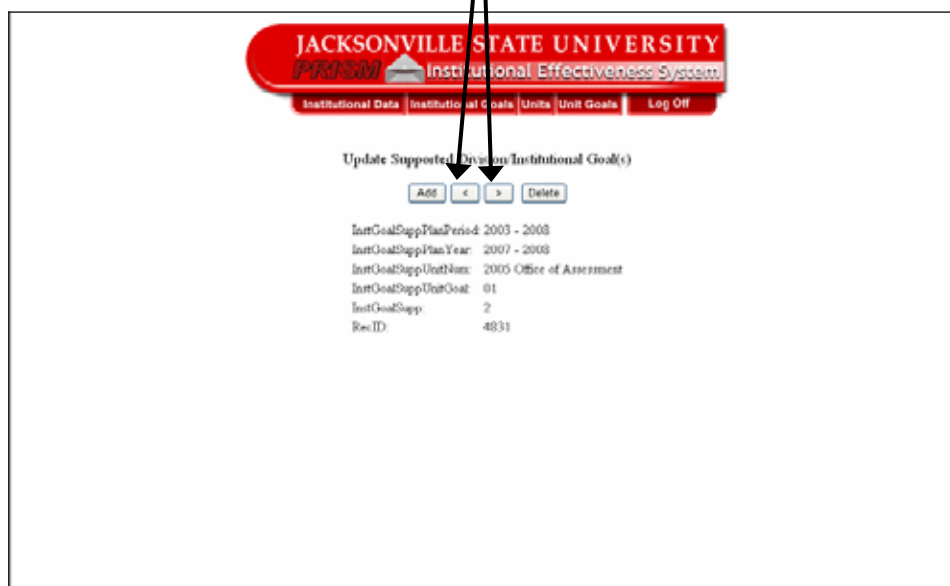


The screenshot shows the 'JACKSONVILLE STATE UNIVERSITY PRISM Institutional Effectiveness System' interface. At the top, there is a navigation bar with links: 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. Below the navigation bar, a message states: 'To add a link to an Institutional Goal enter the goal number (1-7) in InstGoal supported box:'. There is a form with the following fields: 'Planning Year' (2007 - 2008), 'Unit Goal' (01), and 'InstGoal Supported' (a text input field). Below the form are 'OK' and 'Cancel' buttons. A list of seven institutional goals is provided for selection:

1. Educate students to be productive, responsible citizens and effective leaders in a rapidly changing global society.
2. Promote exemplary teaching and scholarship.
3. Enhance the role of research and service.
4. Develop and maintain a student-body of sufficient size and with appropriate characteristics to constitute a robust learning community.
5. Increase the use of technology as a comprehensive teaching and learning tool.
6. Increase the efficiency and effectiveness of administrative processes and services.
7. Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

Removing

7. Use the arrows to navigate to the desired **Supported Division/Institutional Goal**



The screenshot shows the 'JACKSONVILLE STATE UNIVERSITY PRISM Institutional Effectiveness System' interface. At the top, there is a navigation bar with links: 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. Below the navigation bar, a message states: 'Update Supported Division/Institutional Goal(s)'. There is a form with the following fields: 'InstGoalSuppPlanPeriod' (2003 - 2008), 'InstGoalSuppPlanYear' (2007 - 2008), 'InstGoalSuppUnitName' (2005 Office of Assessment), 'InstGoalSuppUnitGoal' (01), 'InstGoalSupp' (2), and 'Rec ID' (4831). Below the form are 'Add', '<', '>', and 'Delete' buttons. A large arrow points from the 'Update Supported Division/Institutional Goal(s)' text to the '<' and '>' buttons.

ADDING/REVISING INSTITUTIONAL GOAL(S) SUPPORTED (CONTINUED)

8. Select the **Delete** button

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

Update Supported Division/Institutional Goal(s)

[Add](#) [←](#) [→](#) [Delete](#)

InstGoalSuppPlanPeriod: 2003 - 2008
InstGoalSuppPlanYear: 2007 - 2008
InstGoalSuppUnitName: 2005 Office of Assessment
InstGoalSuppUnitGoal: 01
InstGoalSupp: 2
RecID: 4831

9. Your result screen should now look like this:

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

2005 Office of Assessment 2007 - 2008

Goal 01 [Click here to add a new Objective.](#)
To continually improve the quality (effectiveness and efficiency) of services

Objective(s)

01.01 [Add](#) To evaluate the usefulness of the Writing Exercise of the CEASE as a measure of students' writing effectiveness (2001-2002).

01.02 [Add](#) To seek evaluative feedback on reports and questionnaires from decision makers. (2001-2006)

Supports Institutional Goal(s)

7 Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.
[Click here to add/revise Institutional Goal\(s\) supported](#)

PRINTING REPORT OF ALL GOALS/OBJECTIVES

1. Click the **Unit Goals** tab

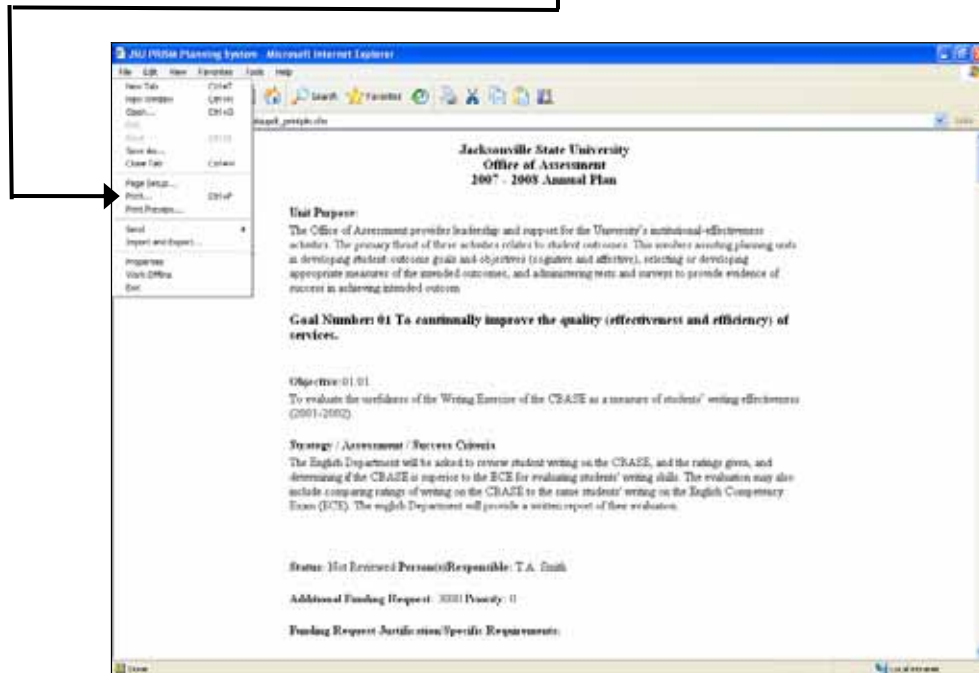


2. Select the **Print Report of ALL Goals/Objectives** button

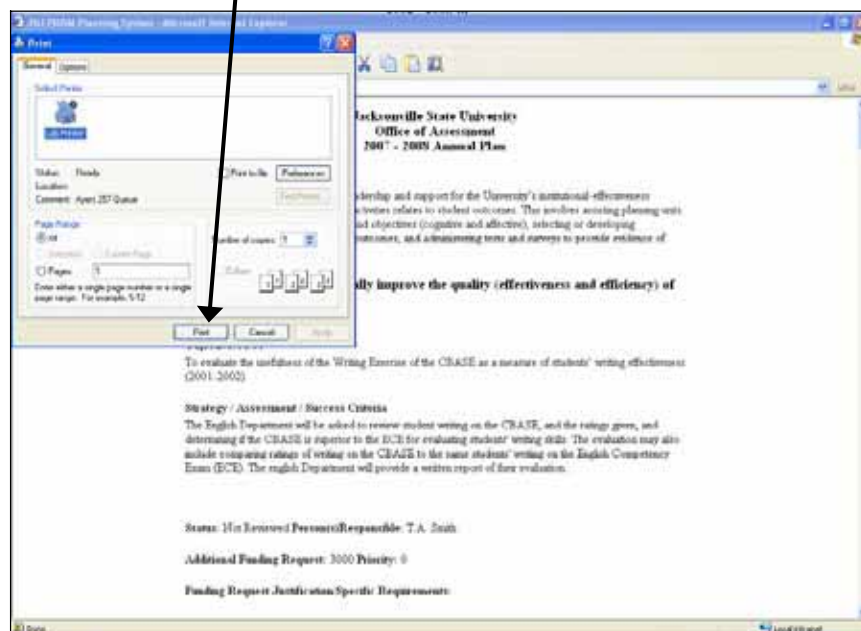


PRINTING REPORT OF ALL GOALS/OBJECTIVES (CONTINUED)

3. Select the **File, Print...** menu item



4. Select the **Print** button



PRINTING REPORT OF ALL GOALS/OBJECTIVES (CONTINUED)

5. The report will now print. Select the **Back** button to return to the unit goals screen



6. Your result screen should now look like this:

The screenshot shows the Jacksonville State University PRISM Institutional Effectiveness System interface. At the top is the university logo and the system name. Below it is a navigation menu with buttons for 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. A button labeled 'Print Report of Goals and Objectives' is centered below the menu. The main content area is titled 'Office of Assessment 2007 - 2008' and includes a link 'click here to add a new goal'. Below this is a table with two columns: 'Goal' and 'Goal Statement'. The table lists six goals, each with a 'detail' link next to its number.

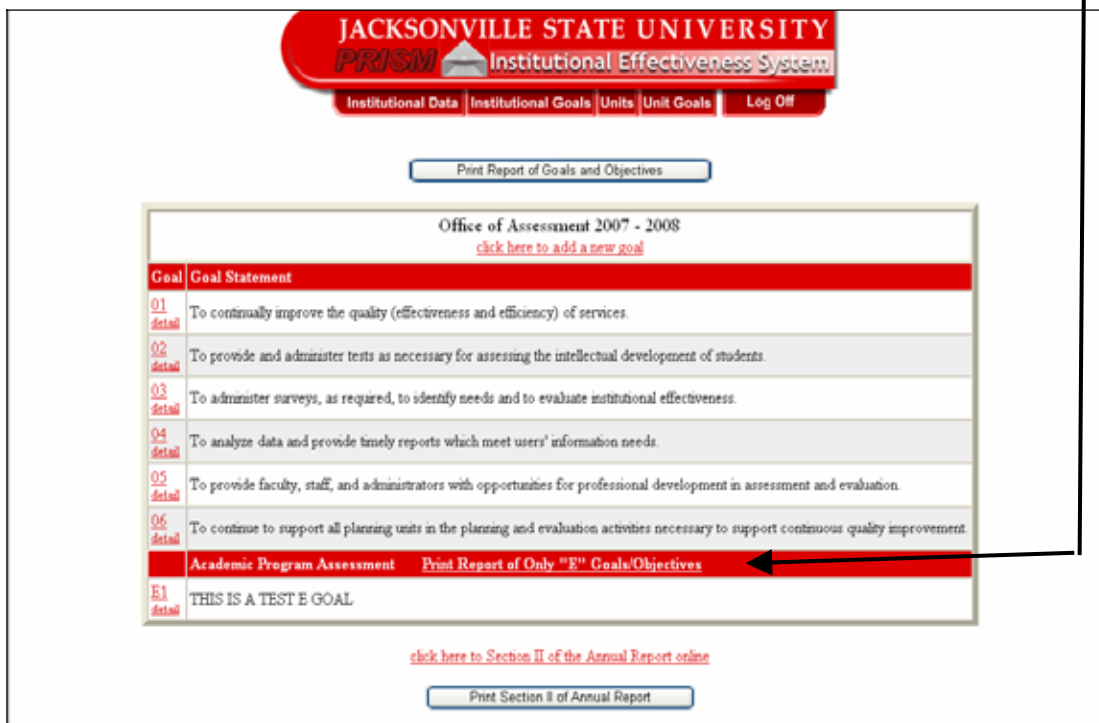
Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

PRINTING A REPORT OF ONLY "E" GOALS/OBJECTIVES

1. Click the **Unit Goals** tab



2. Select the **Print Report of Only "E" Goals/Objectives** link



PRINTING A REPORT OF ONLY "E" GOALS/OBJECTIVES (CONTINUED)

3. Select **OK**

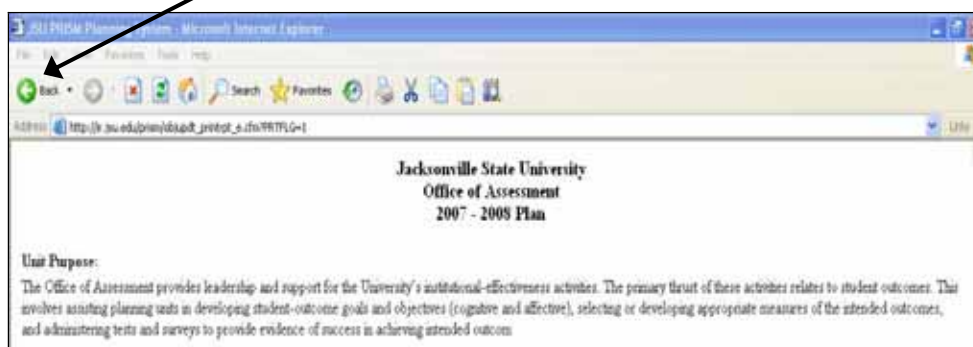
The screenshot shows a web browser window displaying the Jacksonville State University Office of Assessment 2007-2008 Plan report. The report content includes sections for Unit Purpose, Goal Number: E1 THIS IS A TEST E GOAL, Objective Expected Educational Outcome: E1 THIS IS A TEST E-GOAL OBJECTIVE, Educational Outcome Assessment Strategy (with Criteria), Results of Evaluation Assessment, Use of Results, and Status: Pending/Responsible. A Microsoft Internet Explorer dialog box is overlaid on the right side of the report, asking "this page contains a report of goals and objectives for Office of Assessment. Use the browser's BACK button to return to previous screen. OK to print now?" with OK and Cancel buttons. An arrow points from the "OK" button in the dialog box to the "OK" button in the dialog box.

4. Select the **Print** button

The screenshot shows the same web browser window as before, but with the Print dialog box open. The Print dialog box has tabs for General and Options. The General tab is active, showing the Print Range as "All" and the Number of Copies as "1". The Print button is highlighted with an arrow. The report content is visible in the background, showing the same sections as before.

PRINTING A REPORT OF ONLY "E" GOALS/OBJECTIVES (CONTINUED)

5. The report will now print. Select the **Back** button to return to the unit goals screen.



6. Your result screen should now look like this:

The screenshot displays the Jacksonville State University PRISM Institutional Effectiveness System interface. At the top, there is a navigation bar with links for Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. Below this, a button labeled 'Print Report of Goals and Objectives' is visible. The main content area shows a table titled 'Office of Assessment 2007 - 2008' with a link to 'click here to add a new goal'. The table has two columns: 'Goal' and 'Goal Statement'. It lists six goals, each with a 'detail' link next to it.

Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

UPDATING ANNUAL REPORT ONLINE

1. Click the **Unit Goals** tab



2. Select the **[click here to Section II of the Annual Report online](#)** link



UPDATING ANNUAL REPORT ONLINE (CONTINUED)

3. You are now in the annual report screen:

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

Annual Report
Office of Assessment 2007 - 2008

Unit's efforts to recruit and retain African American faculty and administrative staff	number
Number of advertisements in targeted publications/ organizations (example: HBCU-central.com)	<input type="text"/>
Number of candidates contacted from <i>Minority and Women Doctoral Directory</i>	<input type="text"/>
Number of African American candidates interviewed for faculty/ administrative staff openings	<input type="text"/>
Number of African American candidates hired for faculty/ administrative staff openings	<input type="text"/>
Number of African American faculty/ administrative staff engaged in TLC mentoring program	<input type="text"/>

Publications	Refereed	Non-Refereed
Scholarly/Professional Journal	<input type="text"/>	<input type="text"/>
Book Chapters/Other Papers Published	<input type="text"/>	<input type="text"/>
Complete Books/Manuals Published	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Scholarly Activities	Number
Number of Scholarly/Professional Presentations	<input type="text"/>
Number of Creative Products/Performances	<input type="text"/>
<input type="text"/>	<input type="text"/>

Ethnic

4. Enter the **Number of advertisements in targeted publications/ organizations** into the text box

Number of advertisements in targeted publications/ organizations (example: HBCU-central.com)

5. Enter the **Number of candidates contacted from Minority and Women Doctoral Directory** into the text box

Number of candidates contacted from *Minority and Women Doctoral Directory*

UPDATING ANNUAL REPORT ONLINE (CONTINUED)

6. Enter the ***Number of African American candidates interviewed for faculty/administrative staff openings*** into the text box

Number of African American candidates interviewed for faculty/ administrative staff openings	<input type="text"/>
----------------------------------------------------------------------------------------------	----------------------

7. Enter the ***Number of African American candidates hired for faculty/administrative staff openings*** into the text box

Number of African American candidates hired for faculty/ administrative staff openings	<input type="text"/>
----------------------------------------------------------------------------------------	----------------------

8. Enter the ***Number of African American faculty/administrative staff engaged in TLC mentoring program*** into the text box

Number of African American faculty/ administrative staff engaged in TLC mentoring program	<input type="text"/>
-------------------------------------------------------------------------------------------	----------------------

Publications

9. Enter the number of ***Refereed*** and ***Non-Refereed*** ***Scholarly/Professional Journal*** entries into the text boxes

Scholarly/Professional Journal	<input type="text"/>	<input type="text"/>
	Refereed	Non-Refereed

10. Enter the number of ***Refereed*** and ***Non-Refereed*** ***Book Chapters/Other Papers Published*** entries into the text boxes

Book Chapters/Other Papers Published	<input type="text"/>	<input type="text"/>
	Refereed	Non-Refereed

UPDATING ANNUAL REPORT ONLINE (CONTINUED)

11. Enter the number of ***Refereed*** and ***Non-Refereed Complete Books/Manuals Published*** into the text boxes

Complete Books/Manuals Published	<input type="text"/>	<input type="text"/>
----------------------------------	----------------------	----------------------

↑ ↑
Refereed Non-Refereed

12. Enter other ***Refereed*** and ***Non-Refereed Publications*** into the text boxes

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

↑ ↑
Refereed Non-Refereed

Scholarly Activities

13. Enter the ***Number of Scholarly/Professional Presentations***

Number of Scholarly/Professional Presentations	<input type="text"/>
------------------------------------------------	----------------------

↓

14. Enter the ***Number of Creative Products/Performances***

Number of Creative Products/Performances	<input type="text"/>
------------------------------------------	----------------------

↓

UPDATING ANNUAL REPORT ONLINE (CONTINUED)

15. Please enter any other **Scholarly Activities** and the **Number** of them

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Scholarly Activities Number

External Funds

16. Enter the number of **Funded Grants, Contracts, Other** and their value in dollars

Funded Grants, Contracts, Other (funded this year)	<input type="text"/>	<input type="text"/>
-------------------------------------------------------	----------------------	----------------------

Number Dollars

17. Enter the number of **Active Grants, Contracts, Other** and their value in dollars

Active Grants, Contracts, Other (continued from previous years)	<input type="text"/>	<input type="text"/>
--------------------------------------------------------------------	----------------------	----------------------

Number Dollars

18. Enter the number of **Current Proposals for Grants, Contracts, Other** and their value in dollars

Current Proposals for Grants, Contracts, Other (in development or not yet funded)	<input type="text"/>	<input type="text"/>
--------------------------------------------------------------------------------------	----------------------	----------------------

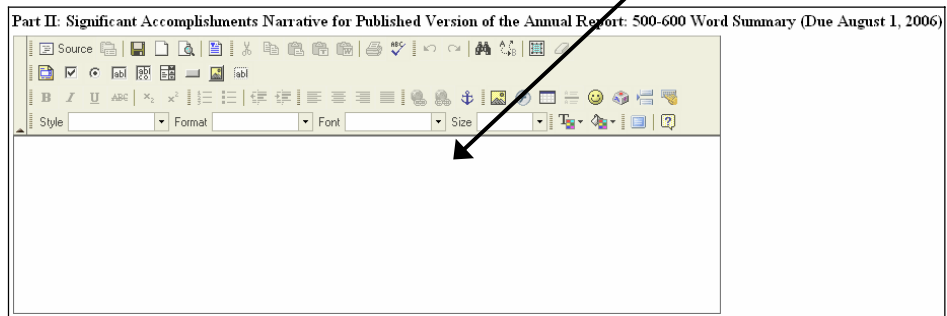
Number Dollars

UPDATING ANNUAL REPORT ONLINE (CONTINUED)

Part II: Significant Accomplishments Narrative for Published

21. Fill in the ***Significant Accomplishments Narrative for Published Version of the Annual Report*** field

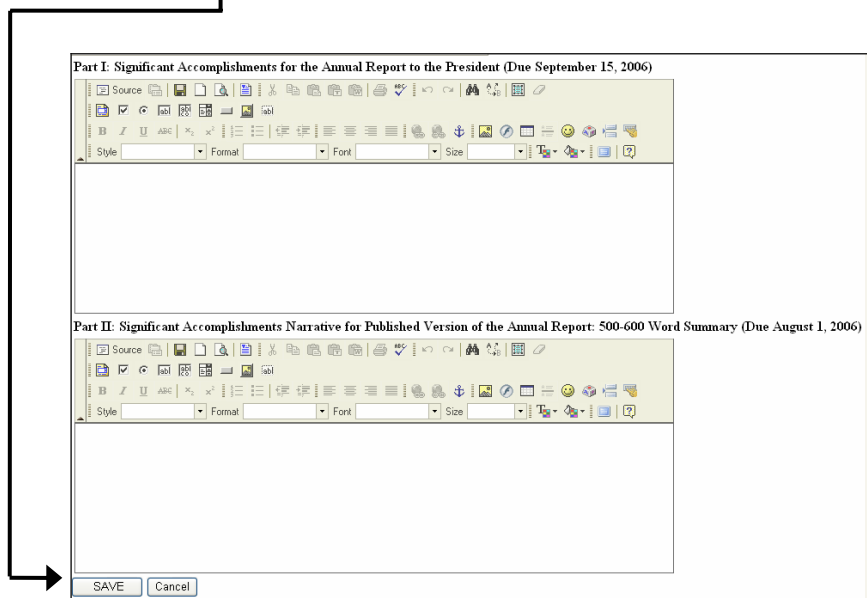
Part II: Significant Accomplishments Narrative for Published Version of the Annual Report: 500-600 Word Summary (Due August 1, 2006)



Save

22. Select the ***Save*** button

Part I: Significant Accomplishments for the Annual Report to the President (Due September 15, 2006)



Part II: Significant Accomplishments Narrative for Published Version of the Annual Report: 500-600 Word Summary (Due August 1, 2006)

SAVE Cancel

UPDATING ANNUAL REPORT ONLINE (CONTINUED)

23. Your result screen should now look like this:

The screenshot displays the Jacksonville State University Institutional Effectiveness System interface. At the top, there is a red header with the university's name and logo. Below the header, a navigation bar contains links for Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. A button labeled "Print Report of Goals and Objectives" is positioned above a table. The table is titled "Office of Assessment 2007 - 2008" and includes a link "click here to add a new goal". The table has two columns: "Goal" and "Goal Statement". It lists six goals, each with a "detail" link next to its ID.

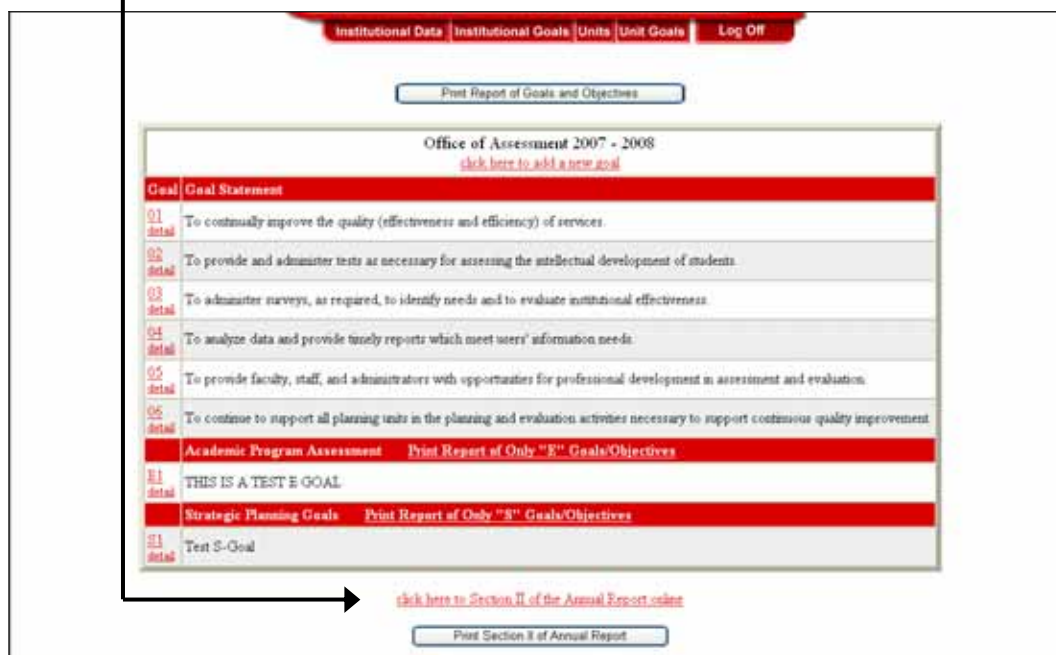
Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement

VIEWING SECTION II OF ANNUAL REPORT ONLINE

1. Click the **Unit Goals** tab




2. Select the **click here to Section II of the Annual Report online** link



VIEWING SECTION II OF ANNUAL REPORT ONLINE (CONTINUED)

3. Your result screen should now look like this:

JACKSONVILLE STATE UNIVERSITY

PRISM  Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

Annual Report

Office of Assessment 2007 - 2008

Unit's efforts to recruit and retain African American faculty and administrative staff	number
Number of advertisements in targeted publications/ organizations (example: HBCU-central.com)	<input type="text"/>
Number of candidates contacted from <i>Minority and Women Doctoral Directory</i>	<input type="text"/>
Number of African American candidates interviewed for faculty/ administrative staff openings	<input type="text"/>
Number of African American candidates hired for faculty/ administrative staff openings	<input type="text"/>
Number of African American faculty/ administrative staff engaged in TLC mentoring program	<input type="text"/>

Publications	Refereed	Non-Refereed
Scholarly/Professional Journal	<input type="text"/>	<input type="text"/>
Book Chapters/Other Papers Published	<input type="text"/>	<input type="text"/>
Complete Books/Manuals Published	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Scholarly Activities	Number
Number of Scholarly/Professional Presentations	<input type="text"/>
Number of Creative Products/Performances	<input type="text"/>
<input type="text"/>	<input type="text"/>

PRINTING SECTION II OF ANNUAL REPORT

1. Click the **Unit Goals** tab



2. Select the **Print Section II of Annual Report** button



PRINTING SECTION II OF ANNUAL REPORT (CONTINUED)

3. Select **OK**

The screenshot shows the 'Annual Report Section II' form for the 'Office of Assessment 2007 - 2008'. The form is divided into several sections: 'Public Assess' (with sub-sections 'Scholarly/Professional Journal', 'Book Chapters/Other Papers Published', and 'Complete Books/Manuals Published'), 'Scholarly Activities' (with 'Number of Scholarly Performances' and 'Number of Creative Products/Performances'), and 'External Funds' (with 'Funded Grants, Contracts, Other (funded this year)', 'Active Grants, Contracts, Other (continued from previous years)', and 'Current Proposals for Grants, Contracts, Other (in development or not yet funded)'). A 'Microsoft Internet Explorer' dialog box is overlaid on the form, displaying the message: 'This page contains Section II of the annual report for Office of Assessment. Use the browser's BACK button to return to previous screen.' The dialog box has 'OK' and 'Cancel' buttons. An arrow points from the instruction '3. Select OK' to the 'OK' button in the dialog box.

Annual Report
Section II
Office of Assessment 2007 - 2008

Public Assess

	Referred	Non-Referred
Scholarly/Professional Journal		
Book Chapters/Other Papers Published		
Complete Books/Manuals Published		

Scholarly Activities

Number of Scholarly Performances

Number of Creative Products/Performances

External Funds

	Number	(\$)	Dollars
Funded Grants, Contracts, Other (funded this year)			
Active Grants, Contracts, Other (continued from previous years)			
Current Proposals for Grants, Contracts, Other (in development or not yet funded)			

Part I: Significant Accomplishments for the Annual Report to the President

4. Select the **Print** button

The screenshot shows the same 'Annual Report Section II' form as in the previous image. A 'Print' dialog box is overlaid on the form. The dialog box has a 'Print' button and a 'Cancel' button. An arrow points from the instruction '4. Select the Print button' to the 'Print' button in the dialog box.

Annual Report
Section II
Office of Assessment 2007 - 2008

Referred/Non-Referred

Number

Number of Creative Products/Performances

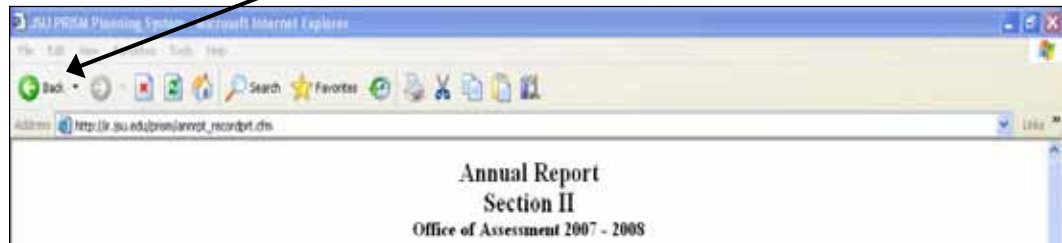
External Funds

	Number	(\$)	Dollars
Funded Grants, Contracts, Other (funded this year)			
Active Grants, Contracts, Other (continued from previous years)			
Current Proposals for Grants, Contracts, Other (in development or not yet funded)			

Part I: Significant Accomplishments for the Annual Report to the President

PRINTING SECTION II OF ANNUAL REPORT (CONTINUED)

5. The report will now print. Select the **Back** button to return to the unit goals screen.



6. Your result screen should now look like this:

The screenshot displays the Jacksonville State University PRISM Institutional Effectiveness System interface. At the top is a red header with the university name and logo. Below it is a navigation bar with links: 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. A button labeled 'Print Report of Goals and Objectives' is centered below the navigation bar. The main content area is titled 'Office of Assessment 2007 - 2008' and includes a link 'click here to add a new goal'. Below this is a table with two columns: 'Goal' and 'Goal Statement'.

Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

Section 1 - Entering System and Viewing Data

Section 2 - Planning an Upcoming Year

Section 3 - Evaluating a Previous Year

Section 4 - Administrators: Reviewing/Approving
Requests for Funding

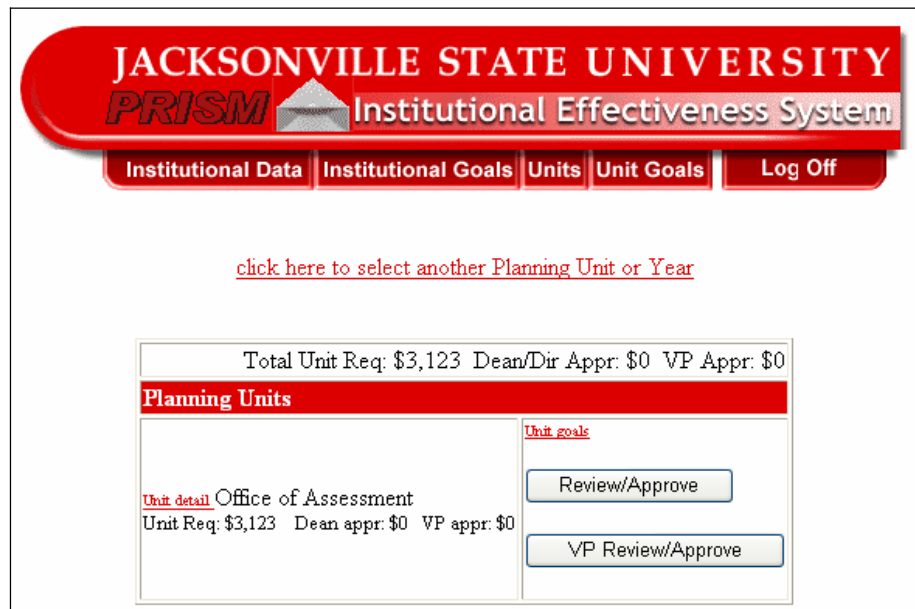
VIEWING UNITS TAB

© **FYI:** Departments you are authorized to view/edit can be accessed through the **Units** tab.

1. From the tab bar at the top of the screen, select the **Units** tab



2. Your screen should now look like this, allowing you to view/edit unit (departmental) requests:

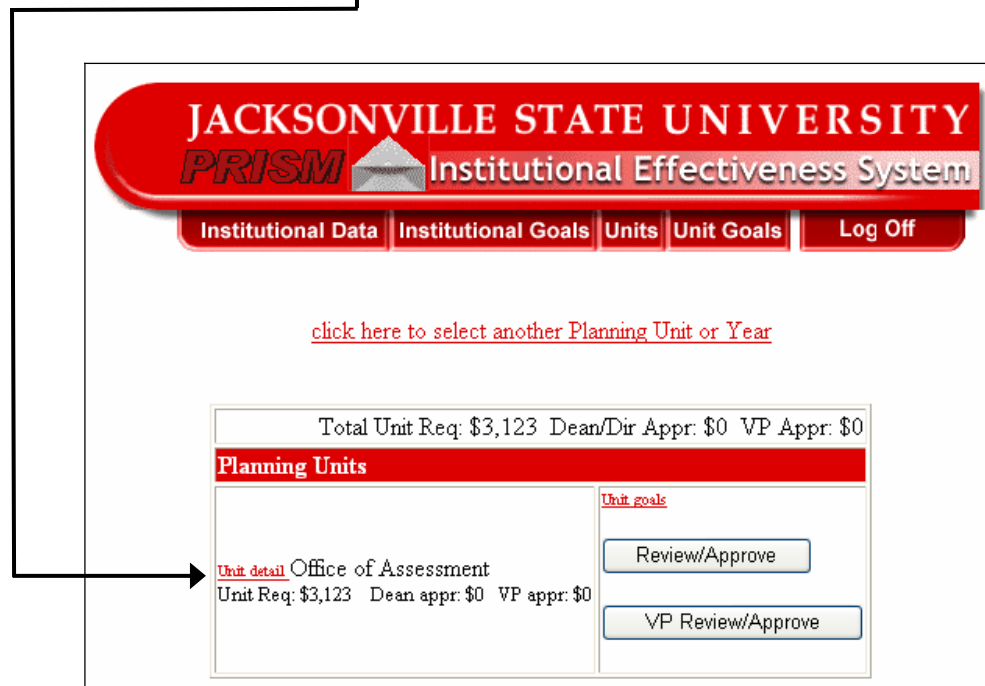


VIEWING UNIT DETAILS

1. From the tab bar at the top of the screen, select the **Units** tab



2. To view unit (department) details, select the **Unit details** link for the desired unit



VIEWING UNIT DETAILS (CONTINUED)

3. Your screen should now look like this, allowing you to view unit details:

JACKSONVILLE STATE UNIVERSITY

PRISM Institutional Effectiveness System

Institutional DataInstitutional GoalsUnitsUnit GoalsLog Off

Unit
View Record 46

Edit

UnitNumber: 2005

UnitName: Office of Assessment

UnitAbbrev: OA

UnitLevel: Department

UnitType: Academic Support

UnitMgr: Alicia Simmons

UnitAddr01: 203A Bobb Graves

UnitAddr02: Jacksonville State University

UnitCity: Jacksonville

UnitState: AL

UnitZip: 36265-1602

UnitPhone: 2567828145

UnitEmail: asimmons@jvu.edu

UnitPurpose: The Office of Assessment provides leadership and support for the University's institutional-effectiveness activities. The primary thrust of these activities relates to student outcomes. This involves assisting planning units in developing student-outcome goals and objectives (cognitive and affective), selecting or developing appropriate measures of the intended outcomes, and administering tests and surveys to provide evidence of success in achieving intended outcomes

UnitPlanParentNum: Institutional Research & Research

UnitRptParentNum: same-as-planning

EDITING UNIT DETAILS

1. From the tab bar at the top of the screen, select the **Units** tab



2. Select the **Unit detail** link for the desired unit



EDITING UNIT DETAILS (CONTINUED)

4. Your screen should now look like this:

The screenshot displays the PRISM Institutional Effectiveness System interface. At the top, a red banner contains the university's name and the system logo. Below this is a navigation bar with tabs for 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. The main content area shows details for 'Unit 2005', 'Office of Assessment'. A table lists various attributes such as UnitAbbrev, UnitLevel, UnitType, UnitMgt, UnitAdd01, UnitAdd02, UnitCity, UnitState, UnitZip, UnitPhone, UnitEmail, UnitPurpose, UnitParentNum, and UnitRptParentNum. An 'Edit' button is located at the top right of the unit details section, with an arrow pointing to it from the right.

UnitNumber:	2005
UnitName:	Office of Assessment
UnitAbbrev:	OA
UnitLevel:	Department
UnitType:	Academic Support
UnitMgt:	Alicia Simmons
UnitAdd01:	203A Bibb Graves
UnitAdd02:	Jacksonville State University
UnitCity:	Jacksonville
UnitState:	AL
UnitZip:	36265-1602
UnitPhone:	2567828145
UnitEmail:	asimmons@jsu.edu
UnitPurpose:	The Office of Assessment provides leadership and support for the University's institutional-effectiveness activities. The primary thrust of these activities relates to student outcomes. This involves assessing planning units in developing student-outcome goals and objectives (cognitive and affective), selecting or developing appropriate measures of the intended outcomes, and administering tests and surveys to provide evidence of success in achieving intended outcomes.
UnitParentNum:	Institutional Research & Research
UnitRptParentNum:	same-as-planning

5. Select the **Edit** button

(Task continues on next page . . .)

EDITING UNIT DETAILS (CONTINUED)

After selecting the **Edit** button, the unit details should be displayed in an editable form as shown:

6. Enter information into the text box for the item(s) to be edited

The screenshot shows a web form titled "Units Edit Record". It contains various input fields for unit information. Arrows from step 6 point to the "UnitAbbrev" field, the "UnitEmail" field, and the "UnitPurpose" text area. Arrows from step 7 point to the "OK" and "Cancel" buttons at the bottom. Arrows from step 8 point to the "Back" button (not visible in this specific screenshot but implied by the context).

Units Edit Record	
UnitName:	Office of Assessment
UnitNumber:	2005
UnitAbbrev:	<input type="text" value="OA"/>
UnitLevel:	<input type="text" value="Department"/>
UnitType:	<input type="text" value="Academic Support"/>
UnitMgr:	<input type="text" value="Alicia Simmons"/>
UnitAddr01:	<input type="text" value="203A Bibb Graves"/>
UnitAddr02:	<input type="text" value="Jacksonville State Univers"/>
UnitCity:	<input type="text" value="Jacksonville"/>
UnitState:	<input type="text" value="AL"/>
UnitZip:	<input type="text" value="36265-1602"/>
UnitPhone:	<input type="text" value="2567828145"/>
UnitEmail:	<input type="text" value="asimmons@jsu.edu"/>
UnitPurpose:	<div>The Office of Assessment provides leadership and support for the University's institutional-effectiveness activities. The primary thrust of these activities relates to student outcomes. This involves assisting planning units in developing student-outcome goals and objectives (cognitive and affective), selecting or developing appropriate measures of the intended outcomes, and administering tests and surveys to provide evidence of success in achieving intended outcom</div>
UnitPlanParentNum:	<input type="text" value="Institutional Research & R"/>
UnitRptParentNum:	<input type="text" value="same-as-planning"/>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

7. Select **OK** to edit form or the **Cancel** button to void any changes and go back to the unit details screen

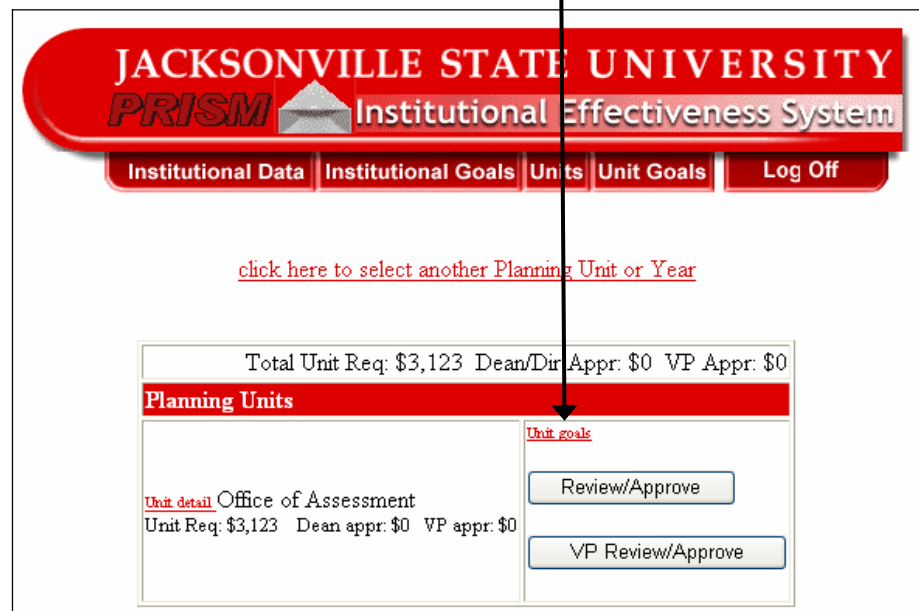
8. Select the **Back** button to return to the previous screen

VIEWING UNIT GOALS

1. To view unit (departmental) goals, select the **Units** tab



2. Select the **Unit goals** link



VIEWING UNIT GOALS (CONTINUED)

3. Your results screen should now look like this:

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) | [Institutional Goals](#) | [Units](#) | [Unit Goals](#) | [Log Off](#)

[Print Report of Goals and Objectives](#)

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
detail	
OI detail	To continuously improve the quality (effectiveness and efficiency) of services.
OI detail	To provide and administer tests as necessary for assessing the intellectual development of students.
OI detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
OI detail	To analyze data and provide timely reports which meet users' information needs.
OI detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
OI detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
EOL detail	This is a test e-goal

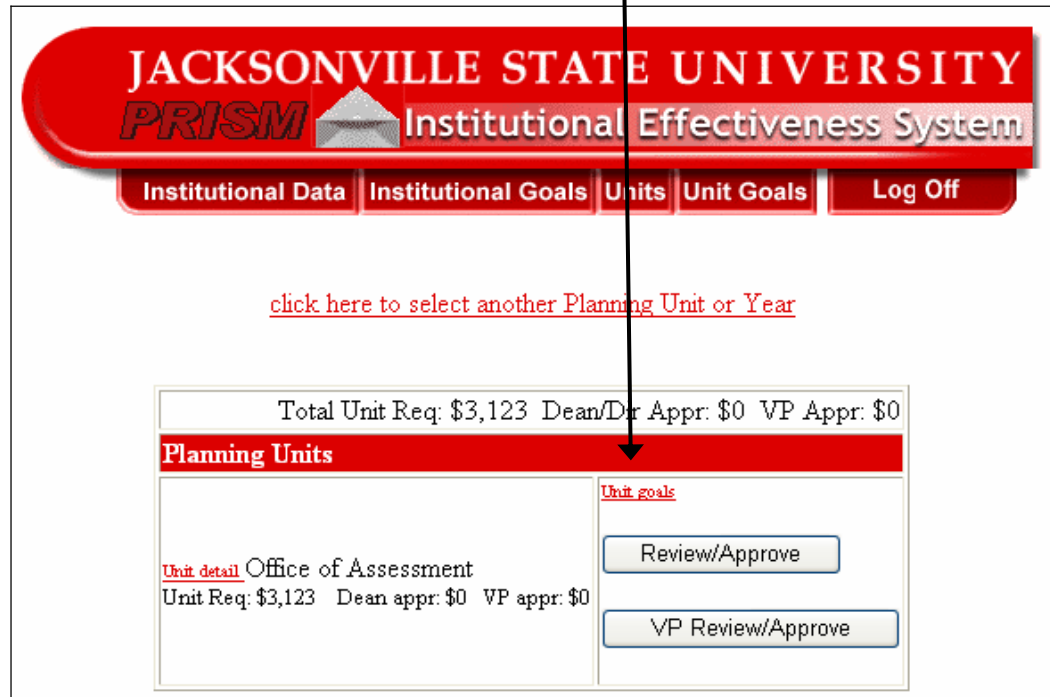
[click here to Section II of the Annual Report online](#)
[Print Section II of Annual Report](#)

VIEWING UNIT OBJECTIVES

1. To view unit objectives, select the **Units** tab on the tab bar



2. Select the **Unit goals** link



VIEWING UNIT OBJECTIVES (CONTINUED)

3. Select the **detail** link that is associated with the unit goal for which you would like to see the objective(s)

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

[Print Report of Goals and Objectives](#)

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 detail	This is a test E-Goal

4. Your result screen should look similar to the one below:

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

[Institutional Data](#) [Institutional Goals](#) [Units](#) [Unit Goals](#) [Log Off](#)

2005 Office of Assessment 2007 - 2008

Goal 01 [Click here to add a new Objective.](#)
 To continually improve the quality (effectiveness and efficiency) of services.

Objective(s)	
01.01 update	To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002).
01.02 update	To seek evaluative feedback on reports and questionnaires from decision makers. (2001-2006)
Supports Institutional Goal(s)	
2	Promote exemplary teaching and scholarship.
7	Enhance and maintain sound financial planning that assures adequate fiscal resources for the University.

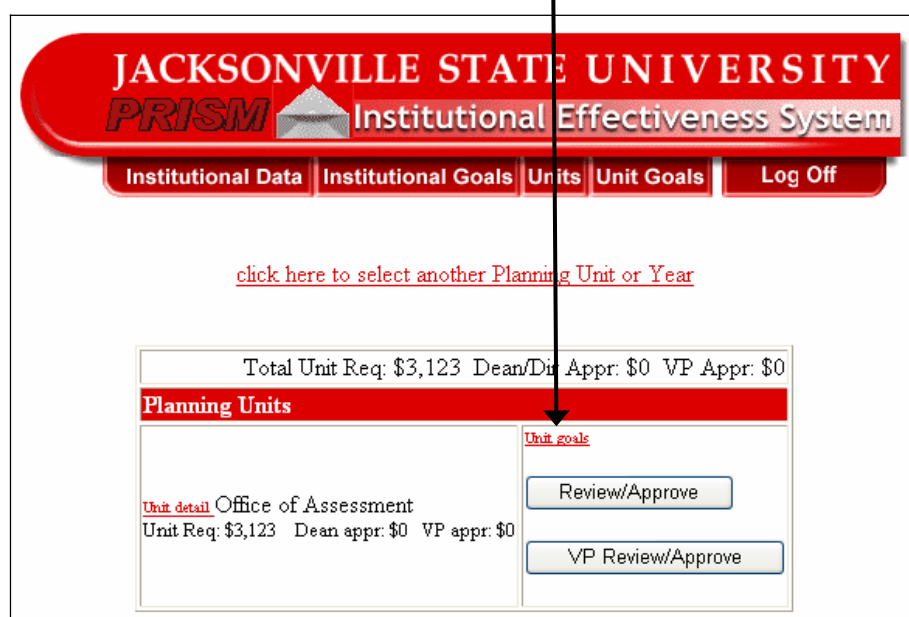
[Click here to add/revise Institutional Goal\(s\) supported](#)

PRINTING REPORT OF GOALS AND OBJECTIVES

1. To print a report, select the **Units** tab on the tab bar



2. Select the **Unit goals** link



PRINTING REPORT OF GOALS AND OBJECTIVES (CONTINUED)

3. Select the **Print Report of Goals and Objectives** button

JACKSONVILLE STATE UNIVERSITY
Institutional Effectiveness System

[Institutional Data](#) |
 [Institutional Goals](#) |
 [Units](#) |
 [Unit Goals](#) |
 [Log Off](#)

[Print Report of Goals and Objectives](#)

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
01 Active	To continually improve the quality (effectiveness and efficiency) of services.
02 Active	To provide and administer tests as necessary for assessing the intellectual development of students.
03 Active	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 Active	To analyze data and provide timely reports which meet users' information needs.
05 Active	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 Active	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
07 Active	THIS IS A TEST E GOAL.

[click here to Section II of the Annual Report online](#)

[Print Section II of Annual Report](#)

4. Select the **File, Print...** menu item

Jacksonville State University
Office of Assessment
2007 - 2008 Annual Plan

Unit Purpose:
The Office of Assessment provides leadership and support for the University's institutional-effectiveness activities. The primary thrust of these activities relates to student outcomes. This involves assessing planning units in developing student-outcome goals and objectives (cognitive and affective), selecting or developing appropriate measures of the intended outcomes, and administering tests and surveys to provide evidence of success in achieving intended outcomes.

Goal Number: 01 To continually improve the quality (effectiveness and efficiency) of services.

Objective 01.01
To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002).

Strategy / Assessment / Success Criteria
The English Department will be asked to review student writing on the CBASE, and the ratings given, and determine if the CBASE is superior to the ECE for evaluating students' writing skills. The evaluation may also include a comparison survey of writing on the CBASE to the same students' writing on the English Composition Exam (ECE). The English Department will provide a written report of their evaluation.

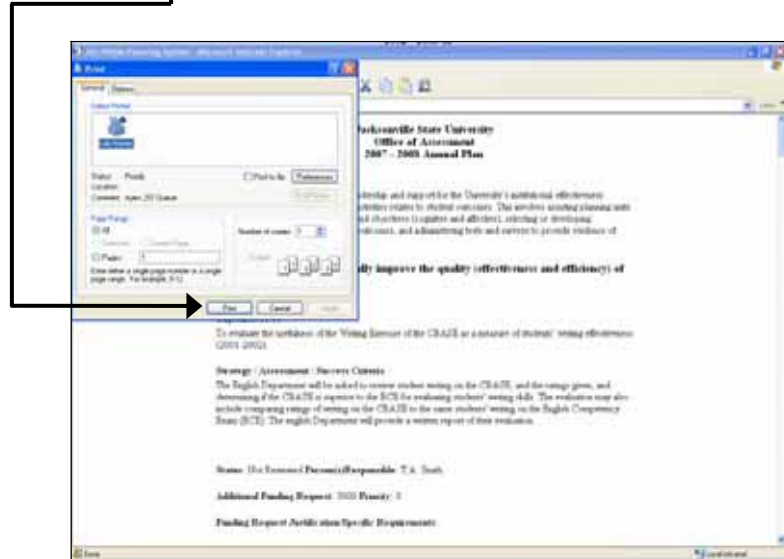
Status: Not Reviewed Person/Office responsible: T.A. Smith

Additional Funding Request: 2000 Priority: 0

Funding Request Justification/Specific Requirements:

PRINTING REPORT OF GOALS AND OBJECTIVES (CONTINUED)

5. Select the **Print** button



6. The report will now print. Select the **Back** button to return to the previous screen



7. Your result screen should now look like this:

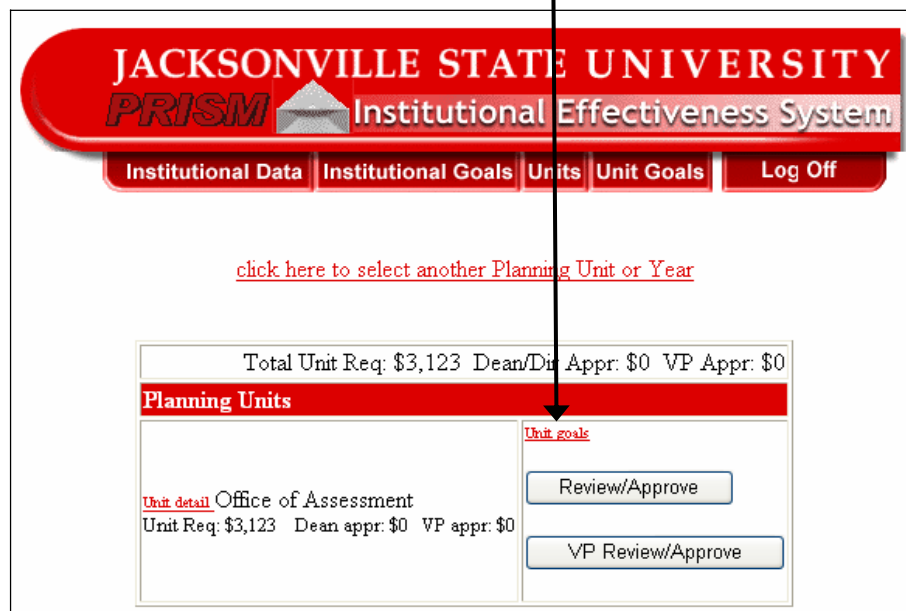
Goal	
01	To continually improve the quality (effectiveness and efficiency) of services.
02	To provide and administer tests as necessary for assessing the intellectual development of students.
03	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04	To analyze data and provide timely reports which meet users' information needs.
05	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

PRINTING REPORT OF ONLY "E" GOALS/OBJECTIVES

1. To view Institutional Goals supported by the unit goals, select the **Units** tab on the tab bar



2. Select the **Unit goals** link



PRINTING REPORT OF ONLY "E" GOALS/OBJECTIVES (CONTINUED)

3. Select the **Print Report of Only "E" Goals/Objectives** link

JACKSONVILLE STATE UNIVERSITY
Institutional Effectiveness System

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

Print Report of Goals and Objectives

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E1 detail	THIS IS A TEST E GOAL

[click here to Section II of the Annual Report online](#)

Post Section II of Annual Report

4. Select **OK**

Jacksonville State University
Office of Assessment
2007 - 2008 Plan

Unit Purpose:
The Office of Assessment provides leadership and support for the University's institutional effectiveness activities. The primary thrust of these activities relates to student outcomes. This involves assisting planning units in developing student-outcome goals and objectives (cognitive and affective), selecting or developing appropriate measures of the intended outcomes, and administering tests and surveys to provide evidence of success in achieving intended outcome.

Goal Number: E1 THIS IS A TEST E GOAL

Objective Expected Educational Outcome: E1
THIS IS A TEST E-GOAL OBJECTIVE

Educational Outcome Assessment Strategy (with Criteria)

Results of Evaluation/Assessment:

Use of Results:

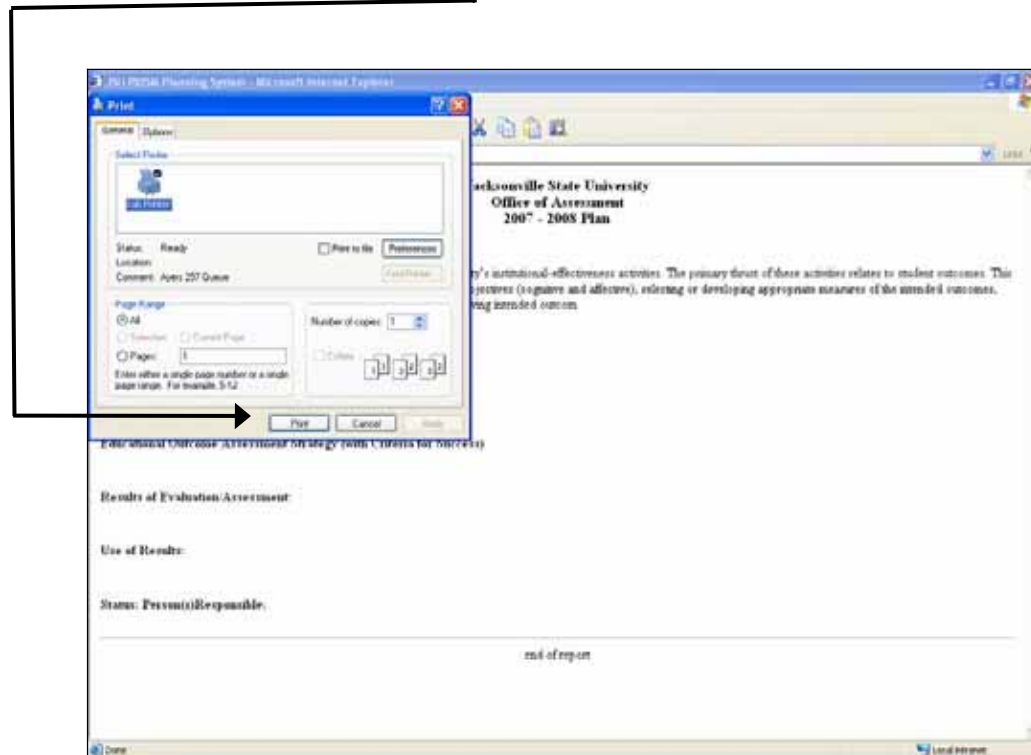
Status: Person(s) Responsible:

end of report

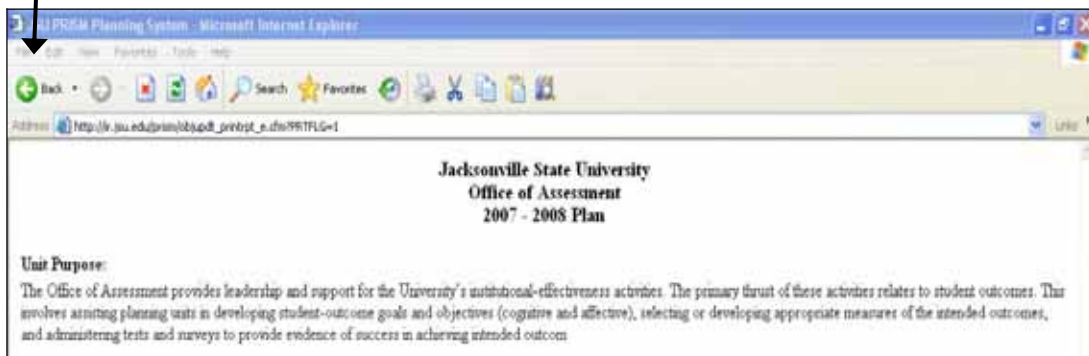
Microsoft Internet Explorer
This page contains a report of goals and objectives for Office of Assessment.
Use the browser's BACK button to return to previous screens.
OK to print now? [OK] [Cancel]

PRINTING REPORT OF ONLY "E" GOALS/OBJECTIVES (CONTINUED)

5. Select the **Print** button




6. The report will now print. Select the **Back** button to return to the unit goals screen.



PRINTING REPORT OF ONLY "E" GOALS/OBJECTIVES (CONTINUED)

7. Your result screen should now look like this:



The screenshot displays the Jacksonville State University Institutional Effectiveness System interface. At the top, there is a red header with the university's name and a navigation bar with links: Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. Below the header, a button labeled "Print Report of Goals and Objectives" is visible. The main content area shows a table titled "Office of Assessment 2007 - 2008" with a link to "click here to add a new goal". The table has two columns: "Goal" and "Goal Statement". It lists six goals, each with a "detail" link next to its ID.

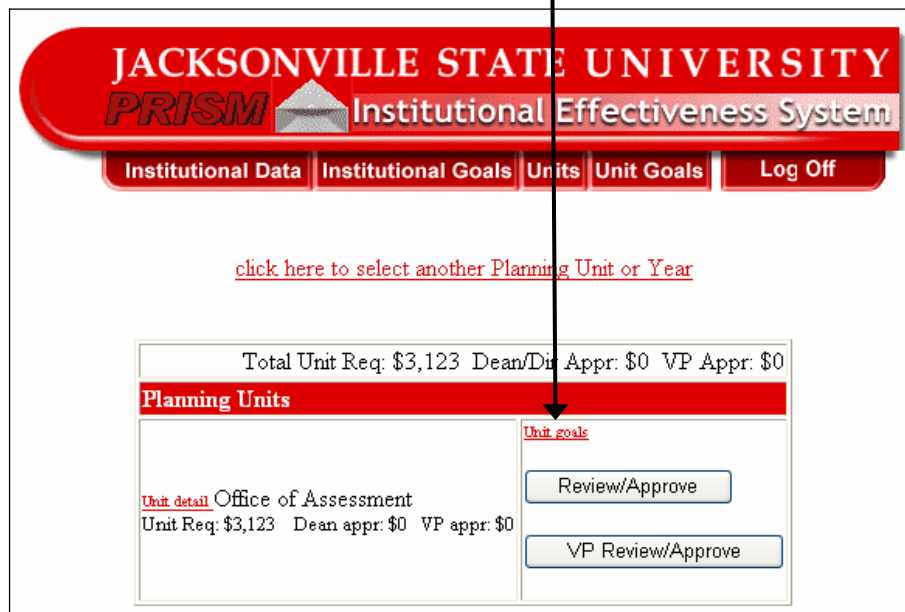
Goal	Goal Statement
detail	
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.

VIEWING SECTION II OF THE ANNUAL REPORT

1. To view Section II of the Annual Report, select the **Units** tab on the tab bar



2. Select the **Unit goals** link



VIEWING SECTION II OF THE ANNUAL REPORT (CONTINUED)

3. Select the **[click here to Section II of the Annual Report online](#)** link

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

Print Report of Goals and Objectives

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
01 detail	To continually improve the quality (effectiveness and efficiency) of services.
02 detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 detail	To analyze data and provide timely reports which meet users' information needs.
05 detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E1 detail	THIS IS A TEST E GOAL.
Strategic Planning Goals Print Report of Only "S" Goals/Objectives	
S1 detail	Test S-Goal

[click here to Section II of the Annual Report online](#)

Print Section II of Annual Report

4. Your result screen should now look like this:

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

Annual Report
Office of Assessment 2007 - 2008

Unit's efforts to recruit and retain African American faculty and administrative staff	number
Number of advertisements in targeted publications/ organizations (example: HBCU-central.com)	<input type="text"/>
Number of candidates contacted from <i>Minority and Women Doctoral Directory</i>	<input type="text"/>
Number of African American candidates interviewed for faculty/ administrative staff openings	<input type="text"/>
Number of African American candidates hired for faculty/ administrative staff openings	<input type="text"/>
Number of African American faculty/ administrative staff engaged in TLC mentoring program	<input type="text"/>

Publications	Refereed	Non-Refereed
Scholarly/Professional Journal	<input type="text"/>	<input type="text"/>
Book Chapters/Other Papers Published	<input type="text"/>	<input type="text"/>
Complete Books/Manuals Published	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

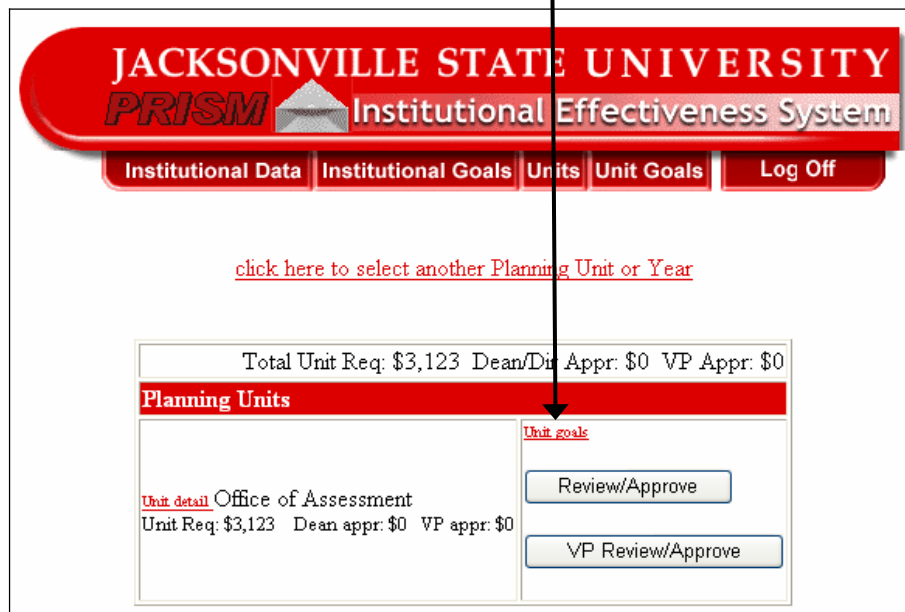
Scholarly Activities	Number
Number of Scholarly/Professional Presentations	<input type="text"/>
Number of Creative Products/Performances	<input type="text"/>
<input type="text"/>	<input type="text"/>

PRINTING SECTION II OF THE ANNUAL REPORT

1. To print Section II of the Annual Report, select the **Units** tab on the tab bar



2. Select the **Unit goals** link



PRINTING SECTION II OF THE ANNUAL REPORT (CONTINUED)

3. Select the **Print Section II of Annual Report** button

Print Report of Goals and Objectives

Office of Assessment 2007 - 2008
[click here to add a new goal](#)

Goal	Goal Statement
<input type="checkbox"/> 01	To continually improve the quality (effectiveness and efficiency) of services
<input type="checkbox"/> 02	To provide and administer tests as necessary for assessing the intellectual development of students
<input type="checkbox"/> 03	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness
<input type="checkbox"/> 04	To analyze data and provide timely reports which meet users' information needs
<input type="checkbox"/> 05	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation
<input type="checkbox"/> 06	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement
Academic Program Assessment Print Report of Only "R" Goals/Objectives	
<input type="checkbox"/> 07	THIS IS A TEST E GOAL
Strategic Planning Goals Print Report of Only "S" Goals/Objectives	
<input type="checkbox"/> 08	Test S-Goal

[click here to Section II of the Annual Report online](#)

Print Section II of Annual Report

4. Select **OK**

Annual Report
Section II
Office of Assessment 2007 - 2008

Publications	Refereed	Non-Refereed
Scholarly/Professional Journal		
Book Chapters/Other Papers Published		
Complete Books/Manuals Published		

Scholarly Activities

Number of Scholarly/Professional	Number of Creative Products

External Funds

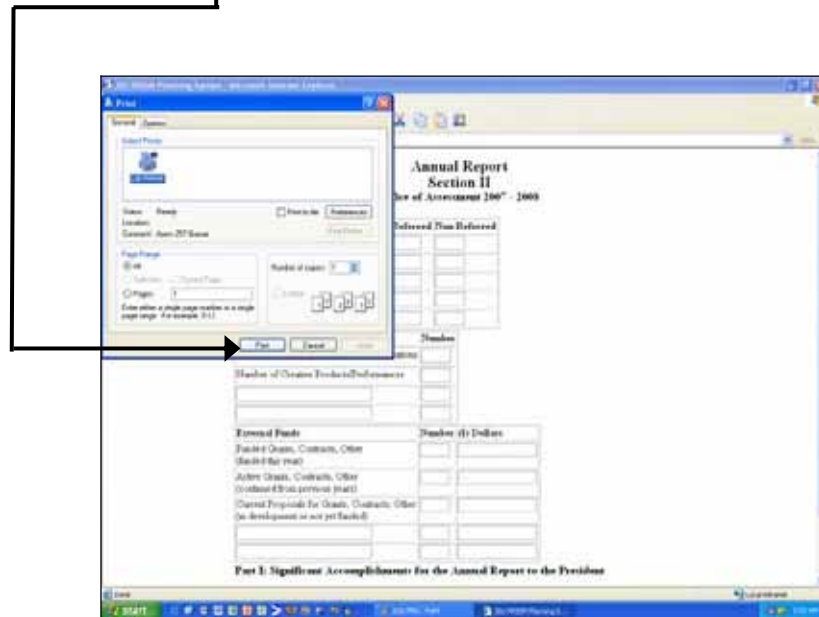
Number (\$)	Dollars
Funded Grants, Contracts, Other (funded this year)	
Active Grants, Contracts, Other (continued from previous year)	
Current Proposals for Grants, Contracts, Other (in development or not yet funded)	

Part I: Significant Accomplishments for the Annual Report to the President

Microsoft Internet Explorer
 This page contains Section II of the annual report for Office of Assessment.
 Use the browser's BACK button to return to previous screen.
 OK to print now?
 OK Cancel

PRINTING SECTION II OF ANNUAL REPORT (CONTINUED)

5. Select the **Print** button



6. The report will now print. Click the **Back** button to return to the unit goals screen.



7. Your result screen should now look like this:

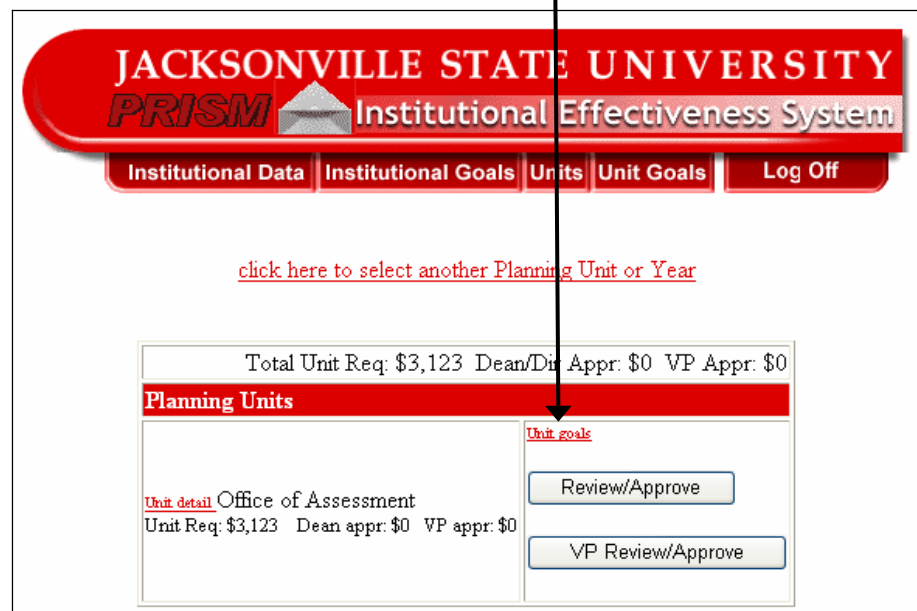


VIEWING INSTITUTIONAL GOALS SUPPORTED

1. To view **Institutional Goals** supported by the unit goals, select the **Units** tab on the tab bar

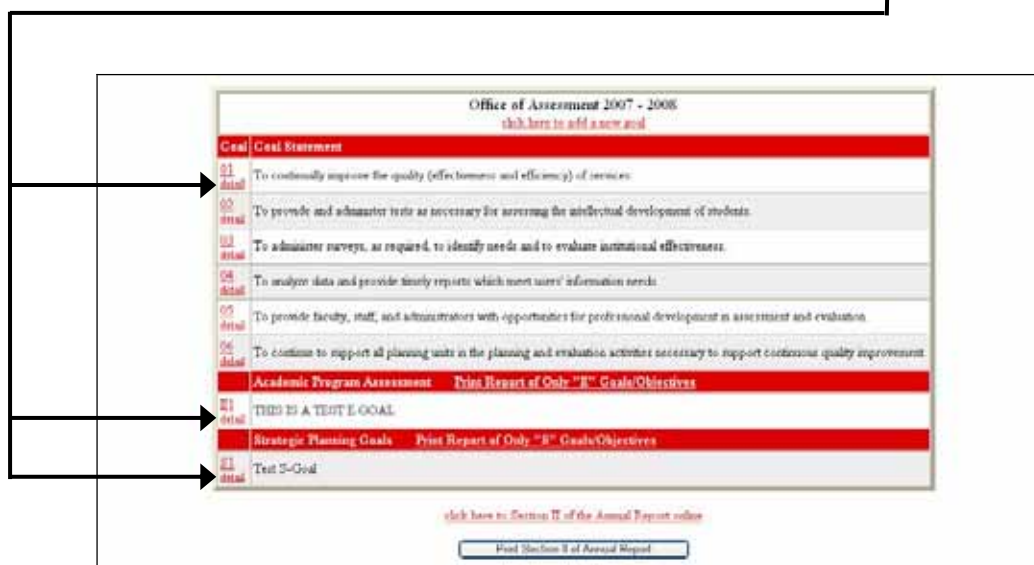


2. Select the **Unit goals** link



VIEWING INSTITUTIONAL GOALS SUPPORTED (CONTINUED)

3. Select a **detail** link from the unit goals screen



4. Your screen should now look like this:



DEAN: REVIEWING / APPROVING FUNDING

Reviewing Funding Requests

1. After selecting the **Units** tab, select the **Review / Approve** button

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

[click here to select another Planning Unit or Year](#)

Total Unit Req: \$3,000 Dean/Dir Appr: \$0 VP Appr: \$0

Planning Units

Unit	Unit Req	Dean/Dir Appr	VP Appr
Office of Assessment	\$3,000	\$0	\$0

[Review/Approve](#)
[VP Review/Approve](#)

2. Your results screen should now look like this:

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

Office of Assessment

Orig req amt: \$3,125 Dean/Dir appr req: \$0 VP appr req: \$0
Default action on UPDATE for items not individually updated: -only items with data entry-

Goal :	Obj :	Funding Justification:	Unit Request	Dean/Dir Request	Dean/Dir Priority	Status	VP Req
			\$0	n/a		not reviewed	not reviewed
			Pty: 0	Req: []	Pty: [] -select status-		
Goal 01: To continually improve the quality (effectiveness and efficiency) of services.			\$0	n/a		not reviewed	not reviewed
			Pty: 0	Req: []	Pty: [] -select status-		
Obj :			\$0	n/a		not reviewed	not reviewed
			Pty: 0	Req: []	Pty: [] -select status-		
Obj 01.01: To evaluate the usefulness of the Writing Exercise of the CBASE as a measure of students' writing effectiveness (2001-2002).			\$0	n/a		not reviewed	not reviewed
			Pty: 0	Req: []	Pty: [] -select status-		

DEAN: REVIEWING / APPROVING FUNDING (CONTINUED)

Approving Funding Requests

- To update the status of the request click on the **Status** drop-down menu and select the desired status

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data Institutional Goals Units Unit Goals Log Off

Office of Assessment

Orig req amt: \$3,123 Dean/Dir appx req: \$0 VP appx req: \$0

Print

Default action on UPDATE for items not individually updated: -only items with data entry-

Goal :
Obj :
Funding Justification:

Unit Request	Dean/Dir Request	Dean/Dir Priority	Status	VP R
\$0 Prt: 0	Req: n/a	Prt: 0	-select status- not reviewed	not rev

Goal 01: To continually improve the quality (effectiveness and efficiency) of services.

Obj :
Funding Justification:

Unit Request	Dean/Dir Request	Dean/Dir Priority	Status	VP R
\$0 Prt: 0	Req: n/a	Prt: 0	-select status- Approved & funded by Dean Recommended to VP Not recommended at this time (not a priority) Disapproved not reviewed	not rev

Obj :
Funding Justification:

- To give a specific amount of money for a request, enter the amount in the **Dean/Dir Request** text box

- Amount can ONLY be entered as a whole number.
Example 100, 102, 250

To determine a priority level for a particular request, enter the priority level, such as 1, 2, 3, in the **Dean/Dir Priority** text box

Goal 01: To continually improve the quality (effectiveness and efficiency) of services.

Obj :
Funding Justification:

Unit Request	Dean/Dir Request	Dean/Dir Priority
\$0 Prt: 0	Req: n/a	Prt: 0

Obj :
Funding Justification:

DEAN: REVIEWING / APPROVING FUNDING (CONTINUED)

5. To update requests for funding, select one of the **Update** buttons located at the top and the bottom of the form

6. To print the form, select the **Print** button

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System

Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

Office of Assessment

Orig req amt: \$3,123 Dean/Dir appx req: \$0 VP appx req: \$0
Default action on UPDATE for items not individually updated: -only items with data entry-

Print

Goal :
Obj :
Funding Justification:

Unit Request	Dean/Dir Request	Dean/Dir Priority	Status	VP Request
\$0 Prty: 0	n/a Req: []	Prty: []	-select status- not reviewed	\$0 not reviewed
\$0 Prty: 0	\$0 Req: []	Prty: []	-select status- not reviewed	\$0 not reviewed

Update

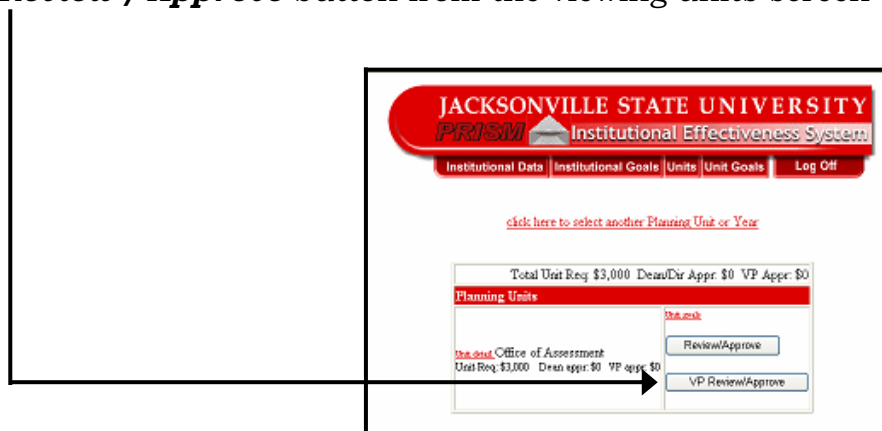
Notify Department

7. To notify the department of funding status, select the **Notify Department** button

VICE PRESIDENT: REVIEWING / APPROVING FUNDING

Reviewing Funding Requests

1. Select **VP Review / Approve** button from the viewing units screen



2. Your results screen should now look like this:

The screenshot shows the 'JACKSONVILLE STATE UNIVERSITY PRISM Institutional Effectiveness System' interface. At the top, there are navigation tabs: 'Institutional Data', 'Institutional Goals', 'Units', 'Unit Goals', and 'Log Off'. Below the tabs, there is a link: 'click here to select another Planning Unit or Year'. The main content area displays 'Total Unit Req \$3,000 Dean/Dir Appr \$0 VP Appr \$0'. Under the 'Planning Units' section, there is a table with one row showing 'Unit Req \$3,000 Dean appr \$0 VP appr \$0'. To the right of this table, there are two buttons: 'Review/Approve' and 'VP Review/Approve'. A red box highlights the 'VP Review/Approve' button, and an arrow points from the text 'Select VP Review / Approve button' to it.

VICE PRESIDENT: REVIEWING / APPROVING FUNDING (CONTINUED)

Approving Funding Requests

1. To update the status of the request, click on the **VP Status** drop-down menu and select the desired status from the list

JACKSONVILLE STATE UNIVERSITY
PRISM Institutional Effectiveness System
Institutional Data | Institutional Goals | Units | Unit Goals | Log Off

Office of Assessment

Orig req amt: \$3,000 Dean/Ctr app req: \$0 VP app req: \$0
Default action on UPDATE for items not individually updated: -only items with data entry-

Goal:	Unit Request	Dean/Ctr Request	VP Request	VP Priority	VP Status
Obj: Funding Justification:	\$0 Pty: 0	\$0 Stat:	Req: <input type="text"/> s/a	Pty: <input type="text"/> -select status-	not reviewed
Goal 01: To continually improve the quality (effectiveness and efficiency) of services.					
Obj: Funding Justification:	\$0 Pty: 0	\$0 Stat:	Req: <input type="text"/> s/a	Pty: <input type="text"/> -select status-	not reviewed
Obj: Funding Justification:	\$0 Pty: 0	\$0 Stat:	Req: <input type="text"/> s/a	Pty: <input type="text"/> -select status-	not reviewed
Obj: Funding Justification:	\$0 Pty: 0	\$0 Stat:	Req: <input type="text"/> s/a	Pty: <input type="text"/> -select status-	not reviewed
Obj 01.01: To evaluate the usefulness of the Writing Exercise of the CDAGC as a measure of students' writing effectiveness (2001-2002).					
Obj: Funding Justification:	\$0 Pty: 0	\$0 Stat:	Req: <input type="text"/> s/a	Pty: <input type="text"/> -select status-	not reviewed

2. To determine a priority level for a particular request, enter the priority level, such as 1, 2, 3, in the **VP Priority** text box
3. To give a specific amount of money for a request, enter the amount in the **VP Request** text box

- ◆ Amount can ONLY be entered as a whole number.
Example 100, 102, 250

VICE PRESIDENT: REVIEWING AND APPROVING FUNDING (CONTINUED)

- To update requests for funding, select the action from the **Update Action** drop-down menu

- Select the **Update** button which is located at the top or the bottom of the page

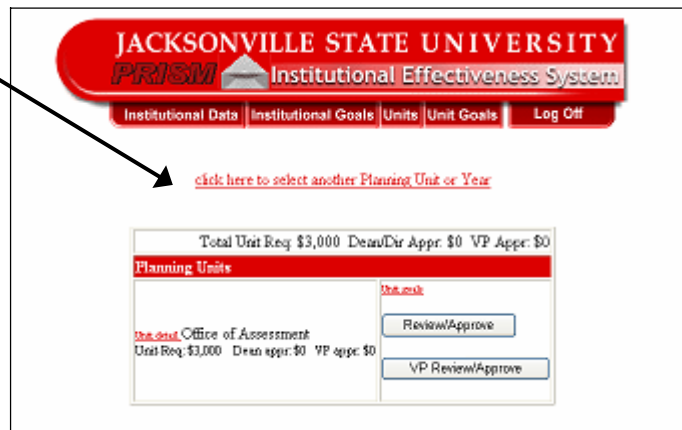
- To notify the department of funding status, select the **Notify Department** button

SELECTING ANOTHER PLANNING YEAR

1. To select another planning year, select the **Units** tab on the tab bar

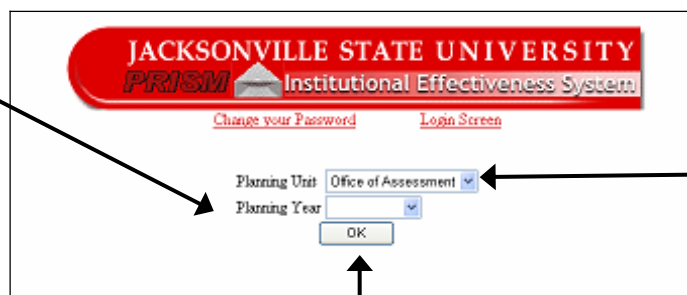


2. Select the [Click here to select another Planning Unit or Year](#) link



3. Click the **Planning Unit** drop-down menu and select the correct unit

4. Click the **Planning Year** Drop-down menu and select the correct year



5. Select OK

SELECTING ANOTHER PLANNING YEAR (CONTINUED)

6. Your screen should now look like this:

The screenshot displays the Jacksonville State University PRISM Institutional Effectiveness System interface. At the top, a red banner contains the university's name and the system's title. Below this, a navigation bar includes links for Institutional Data, Institutional Goals, Units, Unit Goals, and Log Off. A button labeled 'Print Report of Goals and Objectives' is positioned above a table. The table, titled 'Office of Assessment 2007 - 2008', lists various goals with their statements and associated unit goals. A red bar separates the 'Academic Program Assessment' section from the 'Strategic Planning Goals' section. At the bottom, there is a link to 'Section II of the Annual Report online' and a 'Print Section II of Annual Report' button.

Goal	Goal Statement
Detail	
01 Detail	To continually improve the quality (effectiveness and efficiency) of services.
02 Detail	To provide and administer tests as necessary for assessing the intellectual development of students.
03 Detail	To administer surveys, as required, to identify needs and to evaluate institutional effectiveness.
04 Detail	To analyze data and provide timely reports which meet users' information needs.
05 Detail	To provide faculty, staff, and administrators with opportunities for professional development in assessment and evaluation.
06 Detail	To continue to support all planning units in the planning and evaluation activities necessary to support continuous quality improvement.
Academic Program Assessment Print Report of Only "E" Goals/Objectives	
E01 Detail	This is a test e-goal
Strategic Planning Goals Print Report of Only "S" Goals/Objectives	
S1 Detail	This is a test S-goal

From this screen, you can

- ◆ View or Print a report of Unit goals or “E” goals (and view or print the associated objectives)
- ◆ View details of **Institutional Goals** supported by unit goals
- ◆ View or **Print Section II of the Annual Report**

A

Annual Report Online
 Printing – 65, 110, 134
 Updating - 99
 Viewing – 63, 99, 132

B

Budget Requests
 Notification - 68
 Reviewing – 69

C

Charts/Graphics
 Storing – 44, 85

D

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